

Submit resume by going to www.cityofwaterlooia.com clicking on Job Vacancies, reviewing the Fitness Specialist description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Friday, September 28, 2018.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA**

**OPEN EXAMINATION
FITNESS SPECIALIST – CEDAR VALLEY SPORTSPLEX**

DEPARTMENT : LEISURE SERVICES
SALARY : \$22.57 per hour
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Under the general direction of the Recreation Services Manager and Recreation Supervisor and with the exercise of independent judgment and initiative, performs professional and supervisory work overseeing the operation of the fitness areas of the Cedar Valley SportsPlex as well as off-site fitness and wellness initiatives. Assists in coordinating the work of interns and seasonal employees.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Works with healthy as well as functionally limited populations including seniors, adults, teens and children in facility allocation.
2. Supervises the work of assigned staff including fitness attendants; provides guidance and training to seasonal staff; assists in interviewing and hiring seasonal staff and fitness contractors.
3. Provides equipment orientation and training to staff and patrons.
4. Oversees all weight and cardio equipment maintenance, repair and service agreements as well as general ordering for all fitness areas.
5. Assists in establishing and enforcing fitness area rules, regulations and procedures.
6. Develops, implements and evaluates work site wellness programs including serving on the City of Waterloo Wellness Committee.
7. Updates fitness safety procedures as needed to keep within mandated State and industry standards.
8. Develops a well-rounded health and wellness program for all facility patrons; recruits a comprehensive team of fitness instructors across numerous disciplines to carry out the program.
9. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
10. Creates revenue-producing programs and recommends procedures to minimize expenditures while providing a diverse fitness and wellness program.
11. Operates passenger vehicle to perform on-site job duties.

12. Works independently and with others with limited supervision.
13. Performs all duties and activities in accordance with City, Leisure Services and OSHA policies, procedures and safety rules.
14. May be required to fill in as coach or official if needed.
15. Attends work regularly at the designated place and time.
16. Performs related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Considerable knowledge of the principles and practices of fitness programming and supervision to include operations and facility management.
2. Ability to assist in coordinating the work of seasonal employees as it relates to fitness and wellness programs.
3. Ability to implement rules, policies, regulations and programs as developed by the Leisure Services Department and the City.
4. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
5. Ability to assist in coordinating and implementing training for seasonal staff.
6. Ability to perform on-site supervision for a variety of sports programs and special events for all ages and economic levels.
7. Ability to establish and maintain effective working relationships with local schools and civic groups.
8. Ability to keep accurate and thorough records.
9. Ability to function with independent judgment and skills to assist in coordinating

programs and special events for the Leisure Services Department.

10. Ability to respond to questions, communicate effectively and maintain working relationships with other City employees, supervisors and the public tactfully and in a clear, concise and understandable manner.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in fitness management or closely related field with a minimum of one year experience in administering and scheduling sports programs and events (recent graduates with significant part time or seasonal experience will be considered)

OR

High school diploma/GED with a minimum of four years experience administering a professional health and wellness program

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Must possess Personal Training Certification through one of the following organizations: ACSM, NSCA, AFAA or ACE.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation:

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees and the public in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, visit indoor and outdoor sports and recreation sites and events, physically move to and from various Leisure Services venues, act as coach or official and attend meetings at off-site locations.

3. Sufficient vision and manual dexterity that permits the employee to operate a passenger vehicle and personal computer, act as sports coach or official and perform administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. If using a City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will not be allowed to drive a City vehicle: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. An applicant's driving record

will be reviewed prior to an offer of employment and at least annually after hire.

4. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

The work schedule for this position will vary with different seasons. Required to work evenings, holidays and weekends as needed for activities, events and meetings. There will be a one half or one hour unpaid meal break for full shift days. Limited overtime.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

[Click Here to Apply](#)