



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 646.8

Job Title: **PHYSICAL FITNESS COORDINATOR**

Pay Grade: 18

GENERAL SUMMARY:

Coordinates the physical wellness and fitness programs for Public Safety personnel. Schedules periodic health screenings to document and assess overall physical health and fitness.

RESPONSIBILITIES:

- Schedules and may perform periodic health screenings for height, weight, blood pressure, vision, cholesterol and body fat percentage.
- Provides fitness assessments and counseling to Public Safety personnel.
- Evaluates fitness test results to identify and address the specific needs of individuals.
- Maintains a database of health screening information and progression of overall physical health and fitness.
- Develops fitness programs based on assessments to build strength, endurance, flexibility and aerobic conditioning. Schedules physical fitness and nutritional seminars and classes.
- Stays abreast of health and fitness trends and information; may coordinate Health Fairs and produce monthly newsletters.
- May attend meetings and correspond with agencies and/or departments to discuss wellness program needs and issues.
- Responsible for inventory and maintenance of equipment used for physical fitness and the periodic health screenings.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Physical Education or a closely related field.

EXPERIENCE:

Two years of experience in physical fitness training or a closely related field are required. Pertinent professional experience in physical fitness training may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Physical Fitness Coordinator

Effective Date: October 1990

Revised Date: July 2000