

## **CLASS TITLE: EXERCISE SPECIALIST I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, performs the essential operations of the Fire Department's Physical Fitness Program and Physical Ability Test (PAT), provides sworn personnel with individual fitness training plans, maintains fitness and testing equipment and performs other health, wellness and safety-related duties as assigned.

### **ESSENTIAL TASKS:**

- Provides Fire personnel with individualized exercise management/fitness programs
- Provides individual training and guidance for employees with special physical needs
- Maintains all department exercise equipment, including Physical Ability Test (PAT) props and equipment
- Schedules and conducts Physical Ability Testing (PAT) and physical fitness assessments, independently rating employment applicants and incumbent personnel as required
- Plans, recommends and develops strategies to enhance the participation and effectiveness of the fitness program
- Conducts research related to nutrition, weight maintenance, smoking cessation, stress management and injury rehabilitation and prepares recommendations for program development
- Performs various clerical duties, including report preparation, background checks, processing assessment tests and record keeping
- Inspects facilities, equipment and program activities to monitor participant safety
- Develops fitness programs for internal Fire Department TV productions
- Provides fitness training and instruction
- Assists in creating the operating budget for purchasing and maintaining fitness equipment and props used in testing and fitness training
- Assists in the preparation of statistical analyses for the Fire Department
- May provide non-hazardous support to personnel at emergency scenes, including personnel tracking, taking and recording basic vital signs and noting general appearance and impression of emergency response personnel during rehabilitation activities
- Reports to work in a regular and timely manner

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in exercise science or a related field, and one (1) year of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and techniques employed in developing exercise and fitness programs; good knowledge of the principles of research and evaluation of fire fitness testing and programs; good knowledge of facility, and material resources used for fitness training and development; and good knowledge of record-keeping procedures and practices. Ability to communicate both verbally and in writing; ability to prescribe individual fitness programs for sworn and special needs personnel; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, and twisting; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; Basic Life Support Instructor certification; Cardiac Pulmonary Resuscitation (CPR) certification; and American College of Sports Medicine (ACSM) or National Strength and Conditioning Certificates (NSC) Health/Fitness Instructor.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather; may be exposed to fire, chemical, biological, electrical and mechanical hazards; and may require irregular work hours, including after hours call-back, traveling to various locations throughout the City to establish emergency incident rehabilitation.

**Class Code: 3526**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Public Safety**

**Series: Fire**

**Effective date: March 14, 2007**