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Fitness Trainer/Facility Manager

JOB CODE	JOB FAMILY	PROFILE
JCV313	**Community & Recreational Services**	**Fitness Trainer/Facility Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**June 2, 2026**

The Fitness Trainer/Facility Manager plans, organizes and coordinates the health and fitness programs and supervises the fitness facilities and equipment.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, organizes and coordinates health and fitness fairs.
- Schedules staff hours, timesheets and staff training.
- Collects and records fees; maintains records, prepares public information flyers and maintains bulletin boards.
- Coordinates purchase requisitions, secures quotes from vendors and maintains records pertaining to daily transactions.
- Establishes and maintains official documents and internal records in appropriate files; develop reports for budgetary forecasting.
- Compiles data records consisting of fitness center reports, attendance, revenue and inventory.
- Attends health fairs, workshops and training for professional development.
- Acts as an on-site facility manager, supervisor and fitness trainer.

- Disseminates information and act as liaison between the Community Fitness Section, employees and the public.
- Responsible for ordering equipment and supplies as well as equipment maintenance.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MNIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of experience in fitness/nutrition training, parks and recreation, physical education or related field.
- *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must possess first Aid/CPR certification.
- Employee must successfully obtain personal trainer certification within three (3) months of date of hire.

WORKING CONDITIONS

- All essential duties are performed indoors and outdoors. Indoors duties are performed in a temperature-controlled environment on an even surface, which may be carpeted or tile.
- Outdoor duties may expose worker to natural weather conditions.
- Outdoor duties are performed on surfaces that include concrete, asphalt, ramps, natural ground, gravel, and stairs which may be wet or dry.
- Work is done primarily alone and can be done with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- A variety of sports equipment will be used in performance of essential duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.