

BIGGS UNIFIED SCHOOL DISTRICT

300 B Street
Biggs, CA 95917
(530) 868-1281 x 8100

JOB DESCRIPTION

Doug Kaelin, Superintendent

February 13, 2026

Position: **2026 Season Swimming Pool Supervisor**
(Seasonal Position)
Season: April 15 through September 15
Salary: Stipend of \$1,000 per month

Purpose Statement

The job of Swimming Pool Supervisor is done for the purpose/s of directing the pool manager in the daily pool operations; establishing schedules; organizing events; meeting school/community needs; organizing swimming classes; maintaining records; collecting funds; and supervising students and the public.

Essential Functions

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

Under general supervision of the Superintendent, plans, organizes and directs the activities of Schohr's Pool, and does other work as required.

- Collects pool revenue for the purpose of completing pool transactions and making deposits.
- Coordinates school and community activities in the swimming pool complex for the purpose of establishing schedules, organizing events and meeting school/community needs.
- Supervises Manager in the instructions of students (e.g. swimming, lifesaving, etc.) for the purpose of improving swimming skills and meeting program objectives and requirements.
- Recruits and hires aquatic staff required to manage swimming pool client base. Performs personnel administrative functions with the pool manager (e.g. hiring, training, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program objectives are achieved.
- May perform pool chemistry testing for the purpose of ensuring appropriate chemistry levels and maintaining compliance with established record keeping procedures.
- Prepares a wide variety of reports (e.g. attendance, financial, injury, operations, maintenance, etc.) for the purpose of complying with administrative requirements.
- Recommends purchases to the superintendent (e.g. equipment, materials, etc.) for the purpose of supporting daily activities at the pool complex.

- Supervises students and hourly workers for the purpose of monitoring student behavior and meeting District objectives within areas of responsibilities.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Directs the pool manager (e.g. establishing and enforcing swimming pool complex policies, procedures, budget, etc.) for the purpose of ensuring the safety of pool participants and users in accordance with county and state health codes, and meeting the District's educational objectives and goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures program evaluation and assessment techniques.

KNOWLEDGE of community activities relative to the use of Pool programs; community resources to promote recreation programs; knowledge of preparing a budget, maintaining financial records and current principles and practices of basic supervision. Knowledge of current employment and safety regulations. Must be able to perform basic business math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent codes, policies, regulations and/or laws; personnel processes; standard business practices, safety practices and procedures; and pool maintenance and operations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating information and concepts setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: opening pools - prepare swimming pools at the start of the season for opening, including compliance with local codes for permitting; working under direct supervision using standardized procedures; directing other persons within a small work unit; and operating within a defined budget.

Utilization of some resources from other work units may be required to perform the job functions. The Supervisor is required to keep the Superintendent updated on pool functions.

Supervisor reports the Butte County (CSA 31) and contacts vendors for service.

Repair and Maintenance - manage repair and maintenance of swimming pool to make certain pool meets respective swimming pool safety codes and operational requirements.

Pool Supervision - supervise lifeguard staff and operations of swimming pools to assure a safe, clean and customer satisfied environment.

Closing Pools - close swimming pools at the end of the swim season and prepare pools for winter.

Working Environment

The usually and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires sitting, walking, and standing. The job is performed under with some temperature extremes and some hazardous conditions.

Tentative Schedule

Summer season. Hours as needed.

Experience

Job related experience within specialized field is required.

Education

Must have equivalent to completion of the twelfth grade. Any combination of education, training and experience, which would demonstrate the possession of the above knowledge and ability.

Special Requirements: Must possess a valid California driver's license. Must have experience with the daily operation of a public swimming pool.

Clearances

Criminal Justice Fingerprint/Background Clearance

Application Procedure

Applications and information may be obtained from Biggs Unified School District, 300 B Street, Biggs, CA 95917, between the hours of 8:00 a.m. and 4:00 p.m

District Applicants

Letter of application with qualifications before the deadline. This letter may be emailed to Loretta Long at llong@biggs.org.

Application Deadline: March 01, 2026