



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	January 16, 2026
AGENDA ITEM:	Discussion and Consideration of Adding a Parks & Grounds Specialist to the Wage Study Scale, Approve the new Job Description and Approve the Memorandum of Understanding
ACTION:	Motion

Background

The City of Tiffin continues to experience significant population growth, expanded recreational offerings, and increased demand for maintenance of parks, trails, sports fields, and public grounds. As these assets grow, the need for dedicated staffing has become increasingly urgent.

Currently, general park maintenance responsibilities are absorbed by Public Works staff whose workload no longer allows for consistent, proactive maintenance of outdoor assets. The absence of a dedicated parks/grounds professional has resulted in deferred maintenance, reduced capacity for seasonal operations, and limited ability to support community events, facility preparation, and grounds-related service requests.

Following review of operational needs, workload data, and benchmarking with comparable Iowa communities, staff recommends creation of a **Parks & Grounds Specialist** position housed within the Parks Division and supervised by the Public Works Director.

Position Summary

The Parks & Grounds Specialist is responsible for the daily maintenance and enhancement of Tiffin's parks, trails, sports fields, landscaped areas, and public grounds. Core duties include:

- Groundskeeping, landscaping, and beautification
- Playground and facility inspection and maintenance
- Seasonal responsibilities (snow removal, athletic field prep, fall cleanup)
- Operation of light-to-heavy equipment
- Safety monitoring and public-facing interaction
- Supporting community events
- Performing minor repairs and coordinating with Public Works for major work

The position is full-time, non-exempt, and requires:

- CDL with endorsements (within 6 months)
- Iowa Pesticide Applicator Certification (within 90 days)
- Heavy physical work
- 24/7 snow duty availability

Funding & Budget Impact

The position is intended to be added to the City's FY26 Operating Budget. Final wage recommendations will be to incorporate this position into the current wage scale and pair with Public Works Worker II. Depending on Council action, the position may be posted immediately following union approval.

The Parks & Grounds Specialist requires:

- Higher equipment operation expectations
- Snow removal duty
- Pesticide certification
- CDL
- Higher physical demand rating
- Responsibility for sports field operations and safety inspections

Recommendation

Staff recommends that City Council approve the creation of the Parks & Grounds Specialist position. Direct that the position be formally included in the City's ongoing wage and classification stud. Approve the attached job description dated January 14, 2026; and authorize staff to proceed with recruitment following union approval.

Attachments Parks & Grounds Specialist Job Description (Updated 1/14/26), Wage Scale, MOU



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PARKS AND GROUNDS SPECIALIST

Parks and Grounds Specialist	City of Tiffin Job Code:
City of Tiffin Dept/Division: Public Works/Parks	Adopted: 01/20/2026
AFSCME Salary Grade: \$62,142.98 - \$71,455.00 Annually; \$29.87 - \$34.35 Hourly	Manager Level: Managerial
FLSA Status: Non-exempt; Full-time, permanent	Reports to Position: Director of Public Works
Physical Demand Rating: Light to Moderate	City Overtime Status: Non-exempt
Work Environment: Controlled	Pre-employment Testing: Drug and health screening after contingent offer
Position Testing: Knowledge and skills test. Standard Word, Excel; Job Fit Assessment	Personal Protective Equipment: None

Job Description

The Parks & Grounds Specialist is responsible for maintaining and enhancing the City's parks, recreational facilities, and public spaces to ensure a safe, clean, and enjoyable environment for residents and visitors. This position performs a variety of tasks including landscaping, maintenance of grounds and facilities, and minor repairs. The Parks & Grounds Specialist works under the supervision of the Public Works Director and contributes to the aesthetic and functional quality of Tiffin's outdoor spaces.

Essential Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Park and Facility Maintenance:

- Maintains city parks, trails, playgrounds, sports fields, and public grounds by performing tasks such as mowing, trimming, planting, and mulching.
- Conducts routine inspections and maintenance of park equipment, playground structures, restrooms, picnic shelters, and other public facilities.
- Assists in setting up, breakdown, and cleanup for community events, ensuring facilities are prepared and safe for public use.
- Performs minor repairs on equipment, fixtures, and park amenities as needed, coordinating with the Public Works Director for more extensive repairs.

Grounds keeping and Landscaping:

- Plants, waters, fertilizes, and prunes trees, shrubs, flowers, and other vegetation in public spaces to promote healthy growth and improve the landscape.
- Assists with tree trimming, removal, and replacement in coordination with City arborists or contracted services.
- Maintains landscaped areas by removing debris, leaves, and litter, ensuring all public areas are well-kept and visually appealing.

Seasonal Responsibilities:

- Operates snowplows, sanding, and salting equipment. Clears snow and ice accumulations from streets and sidewalks, which may include operating a snow blower, and a shovel to manually remove snow as needed.
- Assists with seasonal tasks such as leaf removal in the fall and planting in the spring.
- Prepares sports fields for seasonal use by marking lines, adjusting goals, and maintaining field surfaces.

Equipment Operation and Maintenance:

- Operates and maintains various landscaping equipment such as mowers, trimmers, blowers, and small hand tools.
- Inspects equipment before use, performs routine maintenance, and reports any mechanical issues to the Public Works Director.
- Ensures safe storage and handling of tools, equipment, and chemicals used in grounds keeping tasks.

Public Interaction and Safety:

- Provides courteous and helpful assistance to the public, responding to questions or concerns in a professional manner.
- Monitors park areas for safety hazards, vandalism, or unusual activity, reporting issues to the Public Works Director as needed.
- Adheres to all safety guidelines and uses appropriate personal protective equipment (PPE) to prevent accidents or injuries.

Other Job Duties:

1. Attend safety meetings and seminars as required.
2. Operates truck, tractor, loader, backhoe, mower, in other duties that may be assigned.
3. Operates painting equipment to paint crosswalks, curbs, and other street and sidewalk markings.
4. Performs routine maintenance and repairs on equipment.
5. Mow, weeds, cuts brush, trims trees, and cleans up site by raking and/or hauling to the landfill.

6. Must be available 24 hrs. Per day, 7 days per week for snow removal duties unless time off has been arranged in advance.
7. Perform other duties as apparent or assigned and assist other departments as directed.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Conditions: The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, sleet, and other weather conditions. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. In addition, the work may expose the employee to unpleasant social situations, significant work pace pressure and irregular work hours.

EQUIPMENT AND MATERIALS USED:

Truck and attachments, tractor and attachments, loaders and backhoes, mowers and attachments, trimmers, street sweeper, air compressor, snow plows, electrical welding equipment, combustible gas welding equipment, skid loaders, snow blowers, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oil, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile telephone, SDS information, OSHA regulations, and other equipment as required.

EMPLOYMENT STANDARDS:

This position involves a 6-month probationary period. An evaluation of the employees' performance will be conducted at the end of the probationary period.

Required Knowledge, Skills, Abilities, Certifications & Experience

Ability to follow one or two-step verbal or demonstrated instructions.

Ability to perform simple addition and subtraction, copy figures, count, and record numbers. Ability to read and write identifying information, request supplies verbally or in writing.

Ability to operate, or learn how to operate, light-to-heavy duty construction equipment in a safe and competent manner.

Basic skills in equipment maintenance.

Ability to perform manual labor for extended periods of time often in inclement weather. Ability to use a cellular telephone and a telephone.

Knowledge of traffic laws and regulations involved in equipment operation.

Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.

Ability to establish and maintain an effective working relationship with co-workers and the public.

Ability to pass a post-offer employment physical and a CDL required drug screen and participate in CDL-required drug screen policy testing.

Supplemental Information

Education Required: High School diploma or equivalent G.E.D.

Education Preferred: Two years of college education in a field dealing with public works tasks.

Experience Required: Three years of light and medium construction equipment, operations, or two years in a mechanical position.

Required Special Qualifications:

Shall be generally available for off-hour emergencies and/or work assignments and be able to respond in less than thirty (30) minutes.

Shall establish residency within thirty (30) miles, which takes less than 30 minutes to drive to the department maintenance facility under normal driving conditions within the first three months of employment with the city.

Shall possess and maintain a valid Class A Commercial Driver's License with Air Brakes and Tanker Endorsement issued by the State of Iowa. This certification must be obtained within 6 months of employment and have a good driving record for the past three years.

Shall possess and maintain Iowa Certified Pesticide Applicator Certification, valid in all categories necessary for the department. This certification must be obtained within 90 days of employment.



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MEMORANDUM OF UNDERSTANDING

Proposed change to the Wage Study Pay Scale:

Requesting to include the new Parks & Grounds Specialist position into the Public Works Worker II pay scale like below:

City of Tiffin Salary Comparisons		Trend* Yrs to Catch Up					104% 5
CPI Adjustment*		104%	104%	104%	104%	104%	
FT EE		4	3	2	1	0	
<u>Position</u>	<u>Current</u>	<u>7/1/2024</u>	<u>7/1/2025</u>	<u>7/1/2026</u>	<u>7/1/2027</u>	<u>7/1/2028</u>	
PW Worker II & Parks & Grounds Specialist		\$56,430.00	\$59,239.50	\$62,142.98	\$65,144.18	\$68,247.02	\$71,455.56
	Target	\$58,731.26	\$61,080.51	\$63,523.74	\$66,064.68	\$68,707.27	\$71,455.56
	Disparity	\$2,301.26	\$1,841.01	\$1,380.76	\$920.51	\$460.25	\$0.00
	Raise		\$2,809.50	\$2,903.47	\$3,001.20	\$3,102.84	\$3,208.54

City of Tiffin

Tim Kasperek, Mayor

For AFSCME Local 183 – Tiffin

ATTEST: _____
Abigail Hora, City Clerk

For AFSCME Local 183 – Tiffin

City of Tiffin
Salary Comparisons

Trend* 104%
Yrs to Catch Up 5

FT EE	CPI Adjustment*	104%	104%	104%	104%	104%
		4	3	2	1	0
<u>Position</u>	<u>Current</u>	<u>7/1/2024</u>	<u>7/1/2025</u>	<u>7/1/2026</u>	<u>7/1/2027</u>	<u>7/1/2028</u>
PW Director	\$85,928.00	\$93,620.33	\$101,478.51	\$109,509.18	\$117,719.24	\$126,115.86
Target	\$103,658.04	\$107,804.36	\$112,116.54	\$116,601.20	\$121,265.25	\$126,115.86
Disparity	\$17,730.04	\$14,184.03	\$10,638.03	\$7,092.02	\$3,546.01	\$0.00
Raise		\$7,692.33	\$7,858.18	\$8,030.67	\$8,210.06	\$8,396.62
Building Official	\$80,082.00	\$84,022.60	\$88,096.26	\$92,308.28	\$96,664.20	\$101,169.78
Target	\$83,154.19	\$86,480.35	\$89,939.57	\$93,537.15	\$97,278.64	\$101,169.78
Disparity	\$3,072.19	\$2,457.75	\$1,843.31	\$1,228.87	\$614.44	\$0.00
Raise		\$3,940.60	\$4,073.65	\$4,212.02	\$4,355.92	\$4,505.58
City Clerk	\$76,650.00	\$79,283.61	\$82,036.97	\$84,914.89	\$87,922.33	\$91,064.48
Target	\$74,848.37	\$77,842.30	\$80,955.99	\$84,194.23	\$87,562.00	\$91,064.48
Disparity	-\$1,801.64	-\$1,441.31	-\$1,080.98	-\$720.65	-\$360.33	\$0.00
Raise		\$2,633.61	\$2,753.36	\$2,877.91	\$3,007.44	\$3,142.15
Bldg Inspector II/Plans Exam.	\$73,500.00	\$77,328.77	\$81,281.07	\$85,361.84	\$89,576.21	\$93,929.53
Target	\$77,203.23	\$80,291.35	\$83,503.01	\$86,843.13	\$90,316.85	\$93,929.53
Disparity	\$3,703.23	\$2,962.58	\$2,221.94	\$1,481.29	\$740.65	\$0.00
Raise		\$3,828.77	\$3,952.30	\$4,080.77	\$4,214.37	\$4,353.32
Construction Inspector I	\$50,000.00	\$55,954.43	\$62,015.23	\$68,186.64	\$74,473.09	\$80,879.19
Target	\$66,476.80	\$69,135.87	\$71,901.31	\$74,777.36	\$77,768.45	\$80,879.19
Disparity	\$16,476.80	\$13,181.44	\$9,886.08	\$6,590.72	\$3,295.36	\$0.00
Raise		\$5,954.43	\$6,060.79	\$6,171.41	\$6,286.45	\$6,406.10
Deputy City Clerk	\$54,267.00	\$57,168.24	\$60,161.18	\$63,249.48	\$66,436.96	\$69,727.59
Target	\$57,311.00	\$59,603.44	\$61,987.58	\$64,467.08	\$67,045.76	\$69,727.59
Disparity	\$3,044.00	\$2,435.20	\$1,826.40	\$1,217.60	\$608.80	\$0.00
Raise		\$2,901.24	\$2,992.94	\$3,088.30	\$3,187.48	\$3,290.63
Utility Clerk II Target	\$52,815.34	\$54,927.95	\$57,125.07	\$59,410.07	\$61,786.47	\$64,257.93
Utility Clerk I	\$42,556.00	\$46,445.64	\$50,417.95	\$54,476.24	\$58,623.95	\$62,864.65
Target	\$51,670.16	\$53,736.97	\$55,886.45	\$58,121.90	\$60,446.78	\$62,864.65
Disparity	\$9,114.16	\$7,291.33	\$5,468.50	\$3,645.66	\$1,822.83	\$0.00
Raise		\$3,889.64	\$3,972.31	\$4,058.29	\$4,147.71	\$4,240.70
PW Worker II & Parks & Grounds Specialist	\$56,430.00	\$59,239.50	\$62,142.98	\$65,144.18	\$68,247.02	\$71,455.56
Target	\$58,731.26	\$61,080.51	\$63,523.74	\$66,064.68	\$68,707.27	\$71,455.56
Disparity	\$2,301.26	\$1,841.01	\$1,380.76	\$920.51	\$460.25	\$0.00
Raise		\$2,809.50	\$2,903.47	\$3,001.20	\$3,102.84	\$3,208.54
PW Worker I	\$47,590.00	\$51,531.61	\$54,544.82	\$57,645.74	\$60,837.86	\$64,124.85
Target	\$52,705.95	\$54,814.19	\$57,006.76	\$59,287.03	\$61,658.51	\$64,124.85
Disparity	\$4,103.22	\$3,282.58	\$2,461.93	\$1,641.29	\$820.64	\$0.00
Raise		\$3,941.61	\$3,013.21	\$3,100.91	\$3,192.13	\$3,286.98

City of Tiffin
Salary Comparisons

Trend*
Yrs to Catch Up 104%
5

FT EE	CPI Adjustment*	104%	104%	104%	104%	104%
Position	Current	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Office Assistant	\$40,165.00	\$43,583.25	\$47,077.84	\$50,651.83	\$54,308.39	\$58,050.83
Target	\$47,713.55	\$49,622.09	\$51,606.97	\$53,671.25	\$55,818.10	\$58,050.83
Disparity	\$7,548.55	\$6,038.84	\$4,529.13	\$3,019.42	\$1,509.71	\$0.00
Raise		\$3,418.25	\$3,494.59	\$3,573.99	\$3,656.56	\$3,742.43
Park & Recreation Director	\$75,782.00	\$80,799.84	\$85,952.18	\$91,244.39	\$96,682.08	\$102,271.05
Target	\$84,059.35	\$87,421.72	\$90,918.59	\$94,555.33	\$98,337.55	\$102,271.05
Disparity	\$8,277.35	\$6,621.88	\$4,966.41	\$3,310.94	\$1,655.47	\$0.00
Raise		\$5,017.84	\$5,152.34	\$5,292.21	\$5,437.68	\$5,588.97
Water/Wastewater Supt	\$90,872.00	\$98,517.65	\$106,335.43	\$114,332.24	\$122,515.22	\$130,891.83
Target	\$107,583.54	\$111,886.88	\$116,362.36	\$121,016.85	\$125,857.53	\$130,891.83
Disparity	\$16,711.54	\$13,369.23	\$10,026.92	\$6,684.62	\$3,342.31	\$0.00
Raise		\$7,645.65	\$7,817.78	\$7,996.80	\$8,182.98	\$8,376.61
Fire Marshal	\$73,500.00	\$77,328.77	\$81,281.07	\$85,361.84	\$89,576.21	\$93,929.53
Target	\$77,203.23	\$80,291.35	\$83,503.01	\$86,843.13	\$90,316.85	\$93,929.53
Disparity	\$3,703.23	\$2,962.58	\$2,221.94	\$1,481.29	\$740.65	\$0.00
Raise		\$3,828.77	\$3,952.30	\$4,080.77	\$4,214.37	\$4,353.32
Asst. CA Target	\$94,906.47	\$98,702.73	\$102,650.84	\$106,756.87	\$111,027.15	\$115,468.23
Base Salary Adjustments		\$85,155.11	\$82,257.64	\$84,510.46	\$86,853.40	\$89,290.06
IPERS Impact		\$8,038.64	\$7,765.12	\$7,977.79	\$8,198.96	\$8,428.98
FICA Impact		<u>\$6,514.37</u>	<u>\$6,292.71</u>	<u>\$6,465.05</u>	<u>\$6,644.29</u>	<u>\$6,830.69</u>
Total Budgetary Impact		\$99,708.11	\$96,315.47	\$98,953.30	\$101,696.65	\$104,549.73
						\$501,223.26
\$1,219,112.00						
If 4% Increase Only		\$48,764.48	\$50,715.06	\$52,743.66	\$54,853.41	\$57,047.54
IPERS Impact		\$4,603.37	\$4,787.50	\$4,979.00	\$5,178.16	\$5,385.29
FICA Impact		<u>\$3,730.48</u>	<u>\$3,879.70</u>	<u>\$4,034.89</u>	<u>\$4,196.29</u>	<u>\$4,364.14</u>
4% Increase Only Impact		\$57,098.33	\$59,382.26	\$61,757.55	\$64,227.86	\$66,796.97
Net Impact of Plan		\$42,609.78	\$36,933.21	\$37,195.75	\$37,468.79	\$37,752.76
						\$191,960.29

First Year- 4% Factor; future years use November versus previous November to adjust scales:
https://www.bls.gov/regions/mountain-plains/news-release/ConsumerPriceIndex_Midwest.htm