

Parks & Grounds Specialist

City of Tiffin, Iowa

The City of Tiffin is seeking a **Parks & Grounds Specialist** to help maintain and enhance our parks, recreational facilities, and public spaces. This full-time position plays a key role in ensuring Tiffin's outdoor areas are safe, clean, and enjoyable for residents and visitors year-round.



Position Details

- **Department:** Public Works / Parks
- **Status:** Full-time, permanent
- **FLSA:** Non-exempt
- **Salary Range:** (PW Worker II)
 - Starting Pay: \$29.87/HR - \$62,129.60 Annually
- **Reports To:** Director of Public Works
- **Union:** AFSCME
- **Probationary Period:** 6 months

Essential Duties

This position performs a wide variety of park and grounds maintenance tasks, including but not limited to:

- Maintaining city parks, trails, playgrounds, sports fields, and public grounds
- Mowing, trimming, planting, mulching, and general landscaping
- Inspecting and maintaining park equipment, restrooms, shelters, and amenities
- Performing minor repairs and coordinating larger repairs as needed
- Assisting with setup and cleanup for community events
- Preparing sports fields for seasonal use
- Operating and maintaining equipment such as mowers, tractors, loaders, and snow removal equipment
- Snow and ice removal, including on-call availability during winter events
- Monitoring park areas for safety concerns, vandalism, or hazards
- Providing courteous assistance to the public

Work Environment

- Work is performed primarily outdoors in all seasons and weather conditions
- Physical work includes lifting, climbing, standing, walking, and operating equipment
- Position may require irregular hours, emergency response, and weekend work

Minimum Qualifications

- High School Diploma or GED
- Three years of experience operating light to medium construction equipment **or** two years in a grounds maintenance role
- Ability to perform physical labor in varying weather conditions
- Ability to operate or learn to operate heavy equipment safely

- Strong teamwork and public interaction skills

Licenses & Certifications

- Valid Iowa driver's license
- **Class A CDL with Air Brake and Tanker Endorsements** (must be obtained within 6 months of hire)
- **Iowa Certified Pesticide Applicator Certification** (must be obtained within 6 months of hire) valid in all categories necessary for the department
- Ability to pass post-offer physical, drug screening, and CDL-required testing

Residency Requirement

- Employees must reside within a 45-minute response time of the Public Works maintenance facility within six (6) months of employment

Why Work for Tiffin?

- Competitive pay and benefits
- Stable, full-time employment
- Opportunity to support a growing and engaged community
- Meaningful, hands-on work that directly impacts quality of life

How to Apply

Submit resume by EOB on Friday, February 27, 2026, to City Administrator, 300 Railroad Street, Tiffin, IA 52340 or to dboldt@tiffin-iowa.org subject 'Parks & Grounds Specialist'. For more information visit https://tiffin-iowa.org/tiffin_careers/index.php or call 319-545-2572 ext. 2. EOE

Tiffin Parks: More information here: <https://tiffin-iowa.org/residents/parks.php>

Tiffin Careers: visit https://tiffin-iowa.org/tiffin_careers/index.php

How to Apply:

Application materials due by:
Friday, 27, 2026, 4:30 p.m. CST

Submit resume to:

Doug Boldt, City Administrator
Email: dboldt@tiffin-iowa.org or
300 Railroad Street, Tiffin, IA 52340
319.545.2572 Ext 2

Tiffin Parks information here:

<https://tiffin-iowa.org/residents/parks.php>





300 Railroad St. PO Box 259 Tiffin, IA 52340

P. 319-545-2572 F. 319-545-4147 www.tiffin-iowa.org

PARKS AND GROUNDS SPECIALIST

Parks and Grounds Specialist	City of Tiffin Job Code:
City of Tiffin Dept/Division: Parks	Adopted:
AFSCME Salary Grade: \$62,129.60 - \$71,434.00 Annually \$29.87 - \$34.34 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 grounds maintenance role.

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 a 45 minute drive to the department maintenance facility under normal driving conditions within six (6) 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 six (6) months of employment.