



# Middlesex London Paramedic Service

## JOB OPENING

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**Job Title:** Logistics Technician  
**Location:** MLPS Headquarters  
**Post Date:** December 12, 2022

**Job Opening ID:** LOG-12-12-EXPT  
**Job Status:** Part –Time

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### Job Summary

Reporting to the Superintendent of Logistics, this part-time position requires the incumbent to carry out various duties within the logistics department.

Responsibilities include deep cleans of service vehicles, specialized decontamination of vehicles, restocking medical supplies, inspecting and testing medical equipment in compliance with the Ministry of Health and Long Term Care standards and other duties as assigned within the department. The incumbent will be involved with inputting data into the asset management information system. This position also requires extensive data collection and input into MLPS computer system using programs such as, Operative IQ software, Microsoft Word, and Excel.

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### Job Status Description

The Part-Time position will be temporarily filling in a Flex Float Full-time Contract. Temporary Flex Float Contract employees will be scheduled in accordance with the Collective Agreement Article 31: Hours of Work/Overtime and Shift changes and prior to Article 33: Call in process. Hours may vary between 40 – 42 hours per week.

Part-time employees will receive payment in lieu of benefits and vacation pay of four (4) percent of earnings on each bi-weekly pay. The employer may end the Trial program at any point.

Click on “Apply Now” to upload your Cover Letter and Resume. You may also submit your documentation by email to [applications@mlems.ca](mailto:applications@mlems.ca). Successful applicants will receive further instructions on the recruitment process and documentation submission requirements.

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### Education

- Minimum, Ontario Secondary School Diploma

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### Knowledge and Skills

- General knowledge of medical equipment.
- General knowledge of vehicles.
- General knowledge of emergency service operations and computerized IMS.
- Must possess computer skills sufficient to input and retrieve data using a computer keyboard, MS Office software and hand held scanners.
- Must be capable of keeping neat, accurate records (both written and electronic).
- Knowledge of the geography of the City of London and the County of Middlesex.

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### Special Requirements

- It is the employee’s responsibility to possess and maintain a valid and restriction-free driver’s Class “G” license to carry out the duties of the job, and provide a drivers abstract if requested.
  - WHMIS certification.
  - Experience with handling bio-hazardous materials would be considered an asset.
  - Required to meet and maintain MLPS immunization criteria.
  - This position requires shift work including days, evenings, nights and weekends.
  - The incumbent is required to provide suitable availability based on MLPS requirements.
  - All candidates will be required to complete and submit successful physical clearance documentation.
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## Closing Statement

Applicants interested in the position may submit an email of intent to [applications@mlems.ca](mailto:applications@mlems.ca) via email quoting the Job Opening ID in the subject line.

In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and MLPS's Accommodation Policy, a request for accommodation will be accepted as part of the hiring process.

If selected to participate in the recruitment, selection and/or assessment process, please contact [hr@mlems.ca](mailto:hr@mlems.ca) of the nature of any accommodation(s) that you may require. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to MLPS to support your request for accommodation.

Applicant information is collected under the Municipal Freedom of Information Act, and will be held in confidence, and only be used for candidate selection. We are dedicated to equal opportunity employment.

Although we are very thankful for all applications, only those selected for an interview will be contacted.

Accessibility: Documents are available in various accessible formats upon request. To make a request please email [hr@mlems.ca](mailto:hr@mlems.ca).

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