



JOB DESCRIPTION

JOB TITLE **Logistics Officer - Unionized**
DEPARTMENT **Logistics**

REPORTS TO: **Logistics Superintendent**

JOB SUMMARY:

Reporting to the Logistics Superintendent, this position requires the incumbent to carry out assigned duties associated with managing fleet, assets and facilities.

Responsibilities include but are not limited to maintaining fleet and asset preventative maintenance programs, commissioning and decommissioning of assets, managing service desk tickets, maintenance of medical equipment and MLPS assets (stretchers, stair chairs, O2 delivery systems, etc.) and maintenance for all facilities. The incumbent will be responsible for data collection and entry, report creation as well as maintaining the integrity of the Operative IQ, RFID and Fleet location operating systems along with any other software required for the performance of duties.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- 2-year college diploma in business, logistics and transportation or supply chain management or related discipline (or equivalent combination of education and experience)
- Certified Supply Chain Management Professional (CSCMP) designation or CITT-Certified Logistics Professional (CCLP) designation or working toward a designation
- 3 years' experience in a similar logistics environment
- Experience with Office software such as Operative IQ, Trac Sense, and Acetech is an asset

KNOWLEDGE, SKILLS & ABILITIES

- General knowledge of medical equipment
- Working knowledge of computerized inventory and asset management systems, preferably Operative IQ Software
- Working knowledge of vehicle maintenance, facility maintenance and asset maintenance
- Ability to complete all other mandatory Logistics and service training
- Ability to complete manufacturer training for equipment servicing and repair
- Excellent interpersonal and communication skills, both oral and written
- Excellent time management and organizational skills required to manage the demands of multiple, overlapping time frames and deadlines.
- Strong computer skills, specifically Microsoft Office (Word, PowerPoint, Outlook)
- Possess tact and sound judgement
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.



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SPECIAL CONDITIONS

- In accordance with Middlesex-London Paramedic Service Criminal Record Check Policy, the position requires the incumbent to undergo a full Criminal Records Check and submit a Canadian Police Clearance – Condition of Employment
- Must possess and maintain a valid and unrestricted specified Driver “G” license for the class of the vehicle operated – Condition of Employment
- Vaccine: Heptavax and Influenza – Preferred

COMPETENCIES

- Relating & Ethics: Facilitative
- Delivering Effective Service: Quality Service Delivery
- Credentials: Professional
- Decision Making & Accountability: Gaining Commitment
- Learning: Staff & Continuous Development

RESPONSIBILITIES

1. Fleet Administration:

- Responsible to schedule vehicles to meet all targets for preventative maintenance in accordance with MLPS policy
- Responsible to schedule all deep cleans and ensure reporting accuracy
- Maintain adequate support for fleet operations, including but not limited to fuel fob administration and access to support and maintenance facilities
- Perform minor vehicle and equipment repairs to the fleet as required
- Organize and perform vehicle movement as required to support vehicle operations
- Schedule vehicles for general repair as required
- Responsible for commissioning and decommissioning of vehicles as required and in accordance with MLPS policy and management direction
- Perform stretcher maintenance and track repair, including but not limited to wheel adjustments, bearing replacement, frame adjustments, release bar replacement and spring replacement, stair chair repair and stretcher repair (if required and trained to do so) in accordance with MLPS policy



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2. Asset Administration:

- Commissioning and decommissioning of all assets
- Oversee the O2 testing program in accordance with MLPS policy
- Oversee and maintain radio repair and tracking
- Oversee the stretcher maintenance program in accordance with MLPS policy
- Perform all asset maintenance as required in accordance with MLPS policy
- Support purchasing of equipment and services pertinent to core responsibilities such as: determining descriptions and parts numbers from such sources as parts tags, repair and parts manuals, suppliers' catalogues, salespersons, etc.

3. Perform Facilities Maintenance Duties:

- Perform small repairs and general maintenance to MLPS stations, as required
- Complete any small facilities maintenance projects as required to do so by MLPS management
- Clean and maintain common areas, stations and outdoor facilities
- Fix, correct and repair building safety hazards, as required
- Assemble furniture and other equipment
- Installation of appliances and machinery
- Complete minor plumbing maintenance and repairs
- Complete basic carpentry assignments and projects
- Liaise with contractors as required

4. Assist in Receiving Duties, When Required:

- Assist in the unloading of shipments as may be required
- Comply with MLPS receiving process (packing slip, invoice, purchase order, etc.) as required

5. Perform Computer Duties such as:

- Populating and maintaining Operative IQ, Trac Sense, Acetech software or any other software implemented by MLPS
- Provide reports with regards to fleet, assets and facilities



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6. Other Duties as Assigned:

- This position requires assisting in various other duties as required by MLPS. These duties may include, but are not limited to assisting with special projects, vehicle readying, decontamination, vehicle deep clean, providing supervisory functions (as required) in the absence of the Superintendent, support the organization after hours as requested and other such tasks, as required.

Relationships/Contacts

Internal:

- | | |
|--------------------------------|------------|
| • Chief, EMS | occasional |
| • Deputy Chiefs | occasional |
| • MLPS Management Team Members | daily |
| • All Department Staff | daily |
| • Paramedics | daily |

External:

- | | |
|---|------------|
| • General Public | occasional |
| • Hospitals | rarely |
| • MLPS Authorized Vendors and Suppliers | frequently |

Physical Demands/Dexterity/Concentration

- Performs physical demands consistent with duties listed with this job description
- Performs physical duties that involves lifting, push, pull, carry of materials and supplies
- May be expected to work long hours, under stressful conditions, where incidents may arise
- May be required to work outside of regular scheduled hours as required

Job Environment

- Frequent travel between ambulance stations
- Normal industrial style environment
- Interruptions to work by staff
- Overtime as requested/required
- May be required to work in an outside environment



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The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.
