



UNION JOB DESCRIPTION

JOB TITLE **Logistics Technician**
DEPARTMENT **Logistics**

REPORTS TO: **Logistics Superintendent**

JOB SUMMARY:

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

Responsibilities include deep cleans of service vehicles, specialized decontamination of vehicles (as required), restocking medical supplies 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.

QUALIFICATIONS:

Education

- Ontario Secondary School Diploma
- Equivalent related education and/or experience in the logistics field is an asset.

Knowledge/Experience

- Basic understanding of the Emergency Medical Services Business
- Minimum of 1 - 2 years of experience in a similar emergency service environment (preferred)
- Must possess general knowledge of medical equipment
- Must possess general knowledge of vehicles
- Must possess a good knowledge of emergency service operations and computerized IMS
- Must possess good 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

Skills

- Good written and oral communication skills
- Demonstrated computer skills required
- Demonstrated aptitude and mechanical competency
- Works well under pressure
- Possess tact, punctuality and sound judgement.



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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
- Decision Making & Accountability: Gaining Commitment
- Learning: Continuous Development

RESPONSIBILITIES

1. Vehicle Readying:
 - Complete vehicle readying in accordance with MLPS procedures and ensure that the vehicle readying is done on schedule.
 - Notify the Logistics Superintendent of any issues found during the vehicle readying process.
2. Deep Cleaning:
 - Complete deep cleaning in accordance with MLPS procedures and ensure that deep cleaning is done as per MLPS deep clean schedule.
 - Notify the Logistics Superintendent of any vehicle issues found during the deep clean process.
3. Vehicle Decontamination
 - Complete any vehicle decontamination as may be required in accordance with MLPS procedures.
 - Notify the Logistics Superintendent of any vehicle issues found during the decontamination.
4. Assist in receiving and stock duties:
 - Assist in the unloading of shipments as may be required/requested by the Purchasing and Inventory Specialist.
 - Comply with MLPS receiving process (packing slip, invoice, purchase order, etc.) as required.



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- Under the guidance of the Purchasing and Inventory specialist, assist with stocking of Auto Cribs and main stock room.
5. Perform computer duties such as:
- Populating and data entry into Operative IQ software or any other software implemented by MLPS.
 - Complete shift logs and any other documentation that may be required.
6. Perform cleaning duties as required:
- Perform general cleaning duties pertinent to the logistics department, as required.
7. Other duties as assigned within the logistics department:

Relationships/Contacts

Internal:

- | | |
|--------------------------------|------------|
| • Chief, EMS | occasional |
| • Deputy Chiefs | occasional |
| • MLPS Management Team members | occasional |
| • Superintendents | daily |
| • Paramedics | daily |
| • Logistics staff | daily |

External:

- | | |
|---|------------|
| • General Public | occasional |
| • Hospitals | occasional |
| • MLPS authorized vendors and suppliers | occasional |

Job Environment

- Infrequent 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

The above description reflects the general details considered necessary to describe the principal functions and duties as required for logistics technicians.
