



Middlesex-London Paramedic Service JOB OPENING

Job Title: **ACTING Logistics Superintendent**
Job Opening ID: **ALSU-05-25**
Full-Time/Part-Time: **Full-Time**
Post Date: **May 25, 2023**
Position(s): 1

Job Type: **Management / Non-Union**
Posting: **External**
Regular/Temporary: **Regular**
Close Date: **June 8, 2023**

Job Summary

In accordance with the service and legislated mandates for the provision of Ambulance Services, this position will ensure that the Logistics Department maintains compliance with all requirements under the Ministry of Health. The Logistics Superintendent will be responsible to supervise Logistics staff to ensure policy and standard operating procedures are adhered to. The Logistics Superintendent will provide reporting on all aspects of fleet, building maintenance, equipment, inventory, purchasing and administration. The Logistics Superintendent will be responsible to organize, oversee and or complete projects as assigned within required timelines. The position will ensure the training, development and evaluation of all Logistics staff. The position will also ensure adherence to health and safety standards and participate in labour relations and the discipline process when required.

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume by email to applications@mlems.ca by 4:00 p.m. on June 8, 2023.

Education

- Recognized diploma in business administration, logistics or related equivalent experience.
- Post-Secondary Degree in a Business Administration or Equivalent

Knowledge, Experience and Qualifications

Experience

- 3-5 years previous supervisory or management experience including previous experience within a fleet and logistics environment.
- Experience working in a unionized environment
- Experience working within a paramedic service
- 5 years experience working within logistics environment
- 5 years experience with fleet management
- 5 years experience with purchasing and inventory control

Knowledge/Skill/Ability

- Excellent written and oral communication skills
- Demonstrated computer skills required
- Demonstrated leadership, initiative and innovation
- Demonstrated ability to meet project deadlines
- Ability to work well under pressure
- Possess the ability to organize workload and direct staff assigned to the logistics department and in time of an emergency
- Possess tact, discretion and sound judgement



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- Excellent knowledge of paramedic service operations and logistics
- Excellent knowledge of the Occupational Health & Safety Regulations & Act
- Excellent knowledge of the Highway Traffic Act & Regulations
- Excellent working knowledge of the Ambulance Act & Regulations

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
- Required to submit, meet and maintain MLPS immunization criteria.
- Vaccine: Heptavax and Influenza – Preferred

Closing Statement

Middlesex London Paramedic Service is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. 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.

To avoid any delays in the recruitment process, if you require any accommodations to apply or if selected to participate in an assessment process, please 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. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged.