



Middlesex- London Paramedic Service Internal Job Opening

Job Title: Logistics Officer

Job Opening ID: LOG-02-28-EX

Location: Various Station Assignments

Department: Logistics

Positions: 1

Post Date: February 28, 2024

Job Classification: Unionized

Salary: As per the Collective Agreement

Regular/Temporary: Regular

Full Time/Part Time: Full Time

Standard Hours: 40

Close Date: March 12, 2024

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.

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

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

HOW TO APPLY

If you are interested in applying for this position, please submit your cover letter and resume to applications@mlems.ca by 16:00 pm on March 12, 2024. Please quote the Job Opening ID in the subject line of your email.

CLOSING STATEMENT

Middlesex-London Paramedic Service is committed to fostering a positive and progressive workforce that is representative of the citizens we serve.

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 inform Human Resources at 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.

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56. This information will be held in confidence, and only be used for candidate selection. 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 contact MLPS at 519-679-5466 or hr@mlems.ca.