



Middlesex London Paramedic Service

Job Opening

Job Title: Scheduler

Location: MLPS Headquarters

Full Time/Part Time: Full Time

Post Date: May 22, 2024

Positions: 1

Job Opening ID: SC-05-22-IN/EX

Standard Hours: 40 hrs/week

Regular/Temporary: Regular

Close Date: June 4, 2024

Union/Non-Union: Non-Union

Job Summary

Reporting to the Deputy Chief, Operations, the Scheduler works with leadership and staff to schedule shifts, including training and modified duty shifts for paramedic staff, maintain related data files, and prepare routine reports. The Scheduler's principal task is to schedule paramedic staff in accordance with relevant policies and the Collective Agreement. The incumbent will also coordinate requests for vacation, time off, shift changes, and sick time bookings in consultation with Operations Superintendents. In addition, the incumbent will serve as part of the team supporting payroll processes. This position may require both day and evening shifts as determined by the Deputy Chief of Operations.

Education and Qualifications

- Completion of Grade 12 or equivalent combination of education, training, and experience.
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Major Responsibilities

- Demonstrated administrative scheduling and payroll experience
 - Minimum of 1-year related experience in an operations scheduling environment where time and attendance encoding were a principal function
 - Previous experience working in emergency services would be considered an asset with an emphasis on scheduling staff
 - Must possess excellent administrative and organizational skills
 - Must be a self-motivated, self-directed worker that requires minimal supervision
 - Knowledge/familiarity with JBS Time Manager or other electronic scheduling software
 - Experience pertaining to preparing, calculating, encoding, processing, reconciling and verifying all payroll related input such as attendance, vacation, and lieu time records
 - Excellent written and oral communication skills are required
 - Excellent typing/keyboarding skills
 - Works well under pressure
 - Possess tact, discretion, and sound judgement
 - Confidentiality essential – responsible to handle sensitive staff information
 - Able to prioritize, make decisions and meet deadlines in a fast paced and fluid work environment
 - Telephone answering skills – calls require professionalism and diplomacy
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Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a successful Criminal Records Check.
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How to Apply

Applicants interested in the position may submit a cover letter and resume via email to applications@mlems.ca, quoting the Job Opening ID in the subject line.

Closing date for this posting is 16:00 on June 4, 2024.

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 an accommodation, 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, those selected will be contacted.
