



Job Description Corporation of the County of Essex

Job Title: Logistics Technician

Department: Emergency Medical Services

Summary of Function

The position reports to the Equipment/Maintenance Supervisor. Responsible for inventory control, delivery and accounting of all medical, cleaning supplies, vehicle parts, hard assets and required equipment needed for the effective and efficient operations.

Task	Description	Frequency
1	Maintains an adequate inventory of all medical, vehicle, cleaning and other supplies in all locations of the service.	Daily
2	Reports to the Equipment/Maintenance Supervisor when quantities of inventory are required for re-order	Monthly
3	Accepts delivery of all orders and reconciliation with purchase order	Weekly
4	Reports any deficiencies in receivables to the Equipment/Maintenance Supervisor	Daily
5	Ensures work and storage areas are neat and clean	Daily
6	Process inventory requests from stations or managers for delivery in a prompt and efficient manner	Weekly
7	Assist in coordination of biomedical equipment repair and testing	Yearly
8	Ensure inventory is rotated to minimize stale dating of product	Monthly

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9	Provides reports and inventory use on a monthly, quarterly and annual basis for review by the Equipment/ Maintenance Supervisor	Monthly
10	Reports any supply issues to the Equipment/ Maintenance Supervisor for vendor contact	Daily
11	Adheres to all policies, procedures and Legislative Acts and Regulations as related to the provision or delivery of Ambulance Services.	Daily
12	Perform other related duties and special projects as required in accordance with job responsibilities	Daily

Qualifications

- High school graduate with two (2) year Community College, Inventory and Asset Management or equivalent
- Hold and maintain Ontario Class G Driver's license
- Provide a Police Vulnerable Sector Information Check
- Hold and maintain Lift truck operation certificate
- Hold and maintain First Aid and CPR
- Working knowledge in the use of computers and data entry programs
- Adhere to Ministry of Health and Long Term Care Regulations and Standards
- Good oral and inter personal skills
- Good telephone manners
- Able to apply and interpret written and oral instructions
- Able to lift heavy objects
- Able to work in all climates
- Able to meet timelines
- Provide on the job training to others

Experience

- 1-2 years

Organizational Relationships

1. Chief
2. Deputy Chief
3. District Chief/Captains/Logistics Supervisor
4. Primary Care Paramedics, Advanced Care Paramedics, Clerk, Scheduler, Logistic Technicians, Fleet Technician

Working Conditions

- Inside and outside environment
- Driving a supply van
- Able to work in all climates

Date Approved:

Supervisor's Signature:
