



Corporation of the County of Essex

Job Description

Position: Manager, Physical Resources
Department: Essex-Windsor EMS
Version: 1.0

Position Synopsis and Purpose

The Manager of Physical Resources is responsible for the leadership, coordination, and oversight of Essex-Windsor EMS's physical resource portfolio, including fleet, facilities, equipment, and supply chain operations. Reporting to the Deputy Chief of Planning and Physical Resources, this position ensures the effective and compliant management of EMS assets, facilitates operational readiness, and supports strategic infrastructure planning. The Manager provides leadership to the Supervisor of Fleet and Equipment and associated support staff, ensuring alignment with Ministry of Health regulations, County standards, and corporate objectives for sustainability, efficiency, and public service excellence.

Major Responsibilities

The Manager, Physical Resources, among other things, shall:

1. Leadership and Oversight

- Provide leadership and direction to the Supervisor of Fleet and Equipment and related staff within logistics, facilities, and fleet operations.
- Ensure day-to-day operations are conducted safely, efficiently, and in compliance with all regulatory requirements.
- Establish clear performance expectations and monitor progress to achieve departmental goals and service standards.
- Support a culture of collaboration, accountability, and continuous improvement within the Planning and Physical Resources Division.

2. Fleet and Equipment Management

- Oversee the maintenance, inspection, and readiness of the EMS fleet, including preventative maintenance programs, vehicle replacement planning, and compliance documentation.
- Ensure the consistent management and tracking of medical equipment and supplies, including lifecycle monitoring, calibration, and replacement schedules.

- Develop and maintain inventory systems and processes that support operational efficiency and compliance with Ministry of Health requirements.

3. Facilities and Infrastructure

- Manage the maintenance, repair, and improvement of EMS facilities across Essex County and Pelee Island, ensuring functionality, safety, and adherence to County standards.
- Coordinate facility inspections, contractor work, and preventative maintenance schedules.
- Contribute to planning and implementation of capital infrastructure projects in collaboration with the Deputy Chief of Planning and Physical Resources.

4. Compliance and Documentation

- Maintain accurate and comprehensive records of fleet, facility, and equipment activities for audit and inspection purposes.
- Ensure compliance with Ministry of Health, Occupational Health and Safety Act (OHSA), and County policy requirements.
- Prepare and present reports, data analyses, and recommendations to senior leadership regarding operational performance, capital planning, and resource needs.

5. Strategic and Administrative Support:

- Assist in the preparation and monitoring of operating and capital budgets for the Planning and Physical Resources Division.
- Support the Deputy Chief in implementing recommendations from the ROH Master Plan Refresh and Service Delivery Review.
- Develop policies, procedures, and metrics to enhance efficiency, accountability, and service quality within the physical resources portfolio.

6. Other Duties as Assigned:

- Performs other related duties and tasks as assigned

Qualifications

Education (Degree/Diploma/Certification)

- Post-secondary degree or diploma in Business Administration, Logistics, Facilities Management, or a related discipline.
- Certification in Fleet Management, Facilities Management (e.g., FMP, IFMA), or Project Management (PMP) considered an asset.

Experience

- Minimum of five (5) years of progressively responsible experience in logistics, fleet, or facilities management, preferably in a public sector, emergency services, or regulated environment.
- Demonstrated experience supervising staff and managing operational teams.
- Experience managing budgets, projects, and vendor relationships.

Knowledge/Skill/Ability

- In-depth understanding of fleet operations, supply chain logistics, and facility maintenance best practices.
- Knowledge of Ministry of Health standards and inspection requirements relevant to ambulance operations.
- Strong organizational, analytical, and problem-solving skills.
- Proven ability to lead teams, set priorities, and manage multiple projects in a fast-paced environment.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and asset management software.

Other Requirements

- Must possess and maintain a valid Class "G" Ontario Driver's Licence and have access to a personal vehicle for work-related travel within Windsor and Essex County.
- Must provide a Ministry of Transportation Driver Abstract (Uncertified).
- Must provide a Police Information Check (PIC).

Working Conditions

- Primarily office-based with frequent travel to EMS stations, facilities, and vendor locations across Essex County and Pelee Island.
- Occasional after-hours availability required to respond to urgent facility, fleet, or equipment issues.
- Exposure to outdoor environments, vehicle bays, and mechanical shops during site inspections.

Organizational Relationships

1. Chief Administrative Officer
2. Chief, Essex-Windsor EMS
3. Deputy Chief, Planning and Physical Resources
4. Manager, Physical Resources

Position Classification

Position Title	Manager, Physical Resources
Department	Essex-Windsor EMS
Division	Planning and Physical Resources
Classification	Non-Union
Salary Band	5
Hours Per Week	40
Work Location	Essex-Windsor EMS Headquarters and COE
Reports To (Direct)	Deputy Chief, Planning and Physical Resources
Supervised By (Indirectly)	Chief, Essex-Windsor EMS
Supervisor of	Supervisor, Fleet and Equipment; Logistics and Vehicle Support Staff
Date of Initial Approval	YYYY-MM-DD
Revision Date and Reason	N/A – Initial Creation

Approval and Signatures

1. Human Resources Signature: _____
2. Supervisor Signature: _____
3. Department Head Signature: _____

Revision History

Version	Date	Revised by	Approved by	Change Summary
1.0	YYYY-MM-DD	Click or tap here to enter text.– HR Business Partner	Click or tap here to enter text.– Manager, Click or tap here to enter text.	- Position Creation
1.1	YYYY-MM-DD	Click or tap here to enter text.– HR Business Partner	Click or tap here to enter text.– Manager, Click or tap here to enter text.	- Click or tap here to enter text.