

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT - MECHANICAL SECTION – LOCATION – 177 BAY ST. N.)

INVENTORY SHIPPER RECEIVER/DELIVERY - LOCAL 288

SUMMARY OF DUTIES

Reporting to the Chief Mechanical Officer within the Mechanical Division, this position will be responsible for the shipping, receiving, delivery and related record keeping functions associated with the co-ordination and distribution of goods and supplies for Hamilton Fire Department.

GENERAL DUTIES

Package as necessary, load supply vehicle appropriately and distribute stock to all remote worksites pertaining to the delivery of emergency services including emergency medical (ambulance) and fire stations.

Deliver and pick-up firefighting ancillary equipment.

Maintains stock records/files for the accountability of asset inventory control.

Move vehicles between various fire stations.

Ensures appropriate customers are identified, orders filled, and products delivered in a timely fashion.

Ensures that orders received correspond with those on shipping documents and initiates action to correct and discrepancies.

Process receiving documentation and enter all relevant information into the computer system.

Liaise, as necessary, with purchasing and/or accounting personnel on matters relating to invoicing, short shipments, returns, claims, etc.

Observes changes in stock trends and makes the appropriate adjustments as required.

Adheres to all internal regulations concerning the distribution and appropriate use of stock.

Assists in the design, implementation and maintenance of a complete and accurate inventory of all stock and also assists in the evaluation of stock trends, utilizing various tools including computer applications.

Assists in the provision of reports covering stock management, financial implications and distribution issues as required.

Order quantities for appropriate stock replenishing.

Receives and verifies stock deliveries and processes necessary paperwork in accordance with standard procedures.

Develops and administers schedule for renewable items.

Must be available to assist in stores distribution during emergency situations including declared emergencies.

Controls access to inventory of "controlled" drugs and follows established protocols for the sorting and storing of same, including the disposition of expired drugs and other perishable goods.

Assists in the tendering process for establishing suppliers of goods.

Undertakes special assignments relating to stores, including research of available new products.

Deliver stock items to all stations ensuring an appropriate supply is available at all times and returns depleted, refillable, renewable and/or expired stock to stores.

Load and unload the vehicle with the ability to lift up-to 50 pounds moving repaired and damaged auxiliary equipment to and from the Mechanical Division.

Perform site maintenance duties including the cleaning of the inventory stores area, delivery vehicle, and associated worksite areas.

Handle compressed air and medical supplies.

Maintain currency and competency by attending training courses, meetings and in-service training sessions, reviewing new legislation and regulations and publications to keep up-to-date on issues related to the acquisition, inventory control, and distribution methods to increase efficiency and implement new strategies.

Maintain stockroom in an organized fashion.

Maintains a log of all ancillary equipment transported between Fire and Ambulance stations.

When packaging supplies for delivery, ensure that all safety precautions are taken with regards to medical supplies including oxygen and medications. A clear understanding of products and supplies that need to be kept separate in order to be transported safely.

Receives and answers inquiries from staff and external suppliers.

Performs other duties as assigned, which are directly related to the major responsibilities of the job and within the work area of the Mechanical Division including the movement of vehicles.

QUALIFICATIONS

1. Previous experience related to duties listed above.
2. Demonstrated shipping, receiving, delivery and related record keeping functions associated with the co-ordination and distribution of goods.
3. Experience in a computerized environment. Working knowledge of Word, Excel, and Access. Some degree of specialization in database skills.
4. Must possess a Class "G" Driver's Licence and have the ability to obtain and maintain a Class "D" with "Z" endorsement (air-brake) within the first year of employment.
5. Must have training in the handling of compressed air and medical supplies. Knowledge of Material Safety Data Sheets on workplace hazardous materials.
6. Database experience required for assisting with building and maintaining an inventory control database and bar coding application.
7. Previous experience in the operation of stores dealing with inventory supply and replenishment.
8. Highly organized in order to cope with meeting the needs of both Paramedics and Fire dealing with multiple priorities due to the co-ordination of services for the two Departments.
9. Knowledge of computerized stockroom procedures considered an asset

10. Must be able to perform work with a minimum of supervision.
11. Good physical condition and motor skills.
12. Must be able to lift and move heavy weights.
13. Must be available for on-call duties on a rotational basis for response to emergencies.
14. In addition to the above requirements, it will be considered advantageous that the applicant be experienced in the area of emergency services including fire and ambulance (emergency medical) and the related products in these services.
15. Due to the nature of Emergency Services, the incumbent may be required to report to work outside of normal business hours. The work schedule is subject to change based on the department needs.
16. Preference will be given to applicants who have successfully completed a Canadian Association Production and Inventory Control (CAPIIC) or Principles of Inventory and Operation Control (PMAC) course.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
