

CITY OF HAMILTON

LAST UPDATED: AUGUST 2022

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HAMILTON PARAMEDIC SERVICES DIVISION - LOGISTICS AND SUPPORT – LOCATION - 489 VICTORIA AVE. N.)

PARAMEDIC STORES CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Logistics Supervisor, Paramedic Service the Paramedic Stores Clerk, assumes responsibility for ordering, stocking and disbursement of medical supplies, parts, materials, equipment and uniforms requests from the department using the division's inventory management and asset control systems. Uses Peoplesoft Financial and Peoplesoft Human Resources to retrieve information and assist divisional staff. Issues requests for quotes and prepares purchase requisitions. Receives and maintains inventory. Maintains files, prepares reports and invoice processing.

GENERAL DUTIES

Through the use of an Inventory / Asset Management System (Operative IQ - OPIQ), maintains accurate records of purchases, quantities on hand, of supplies, materials, uniforms and equipment.

Conducts supply counts, cycle counts, year end counts, and audits warehouse to ensure accuracy of inventory.

Updates and audits daily and year end inventory of all stock materials and parts. Generates various reports such as supply lists, materials usage, materials quantity on hand, transaction reports and cost reports.

Utilizes Peoplesoft for Accounts Receivable/Accounts Payable and procurement functions.

Orders, receives, receipts, and stocks materials and supplies required by Hamilton Paramedic Services to ensure continuous, efficient and effective uninterrupted supply of goods and services for front line paramedics.

Liaises with all levels of management, Supervisor, other departments, outside agencies and vendors by telephone, in person, email and fax on behalf of paramedic services logistics division.

Inputs, verifies and retrieves stock orders and data using OPIQ, including preparing orders for the logistics team members. Generates and analyses reports to ensure quality and accuracy of information entered and stock distributed.

Assists Logistics Supervisors in the preparation of technical specifications for supplies, materials and equipment needed for the division.

Assists Supervisor with the processing of invoices using WebCentre.

Directly purchases materials, parts and services under \$5,000 via quote or on P-Card. Maintains accurate records of P-Card expenditures.

Works with Supervisor and Manager to prepare and issue quotations, requests for proposals, and tenders for supplies materials and services over \$5,000.

Follows up on outstanding orders, delivery schedules and related issues.

Confirms receipt of goods and services, matches shipping documents and prepares paperwork to Supervisor for accounts payable processing.

Maintains a clean and orderly warehouse; labels all parts, stocks parts in designated areas of warehouse.

Communicates with vendors, suppliers and contractors to schedule orders and resolve issues.

Maintains accurate records and relevant filing system.

Maintains up-to-date Materials Safety Data Sheets (MSDS) records; provide MSDS to internal and external staff as may be required.

Picks up and delivers materials and supplies. Loads and unloads vehicles.

Completes forms such as time sheets, order forms, vendor performance forms.

Operates equipment and vehicles such as fork lift/tow motor, van and pickup truck.

Participates in identifying and disposal of obsolete and expired stock.

Maintains a secure Stores' area by limiting access to unauthorized personnel, controlling access to authorized staff, and reporting any non-conformances.

Trains employees who are providing coverage for job specific tasks.

Cleans warehouse and Paramedic Services stock areas.

Responds to enquiries from vendors, internal staff and staff from other departments of the City.

Must be able to work in cooperation with other departments in a shared space.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated knowledge of the duties described above with a preference for Certified in Production and Inventory Management (CPIM), Certified in Logistics, Transportation and Distribution (CLTD) or a Purchasing Management Association of Canada Certificate (PMAC) or the equivalent combination of work experience and education.
2. Proven experience and knowledge in inventory management, inventory processes and controls, and purchasing preferably in a Municipal or Medical environment.
3. Proven experience and knowledge in the use and operation of OPIQ or equivalent Inventory Management System Software.
4. Proficient in the use of current Microsoft Word, Excel, and Outlook. (Must be able to pass intermediate level testing in Word and Excel).
5. Knowledge and understanding of WHMIS legislation would be an asset.
6. Certificate in Lift Truck Operators Safety Training and a certificate in Handling/Transportation of Dangerous Goods would be assets.
7. Must be capable of lifting objects weighing up to 50 pounds several times a day.

8. Must pass a Functional Abilities Test.
9. Must have a valid class G Driver's License.

SALARY:

Salary Grade H

Per hour

This is a newly created position. The incumbent(s) or the department have the option to have the salary grade assigned to this position re-evaluated within nine months of the initial filling of this position. The Director of the division must review and submit the submission to Human Resources within 45 days of receiving it. All required forms of the job evaluation submission must be fully completed in order for the review to occur.

HOURS:

37.5 per week

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