

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON PARAMEDIC SERVICE DIVISION – LOGISTICS & SUPPORT - LOCATION – 489 VICTORIA AVE. N., HAMILTON)

#### LEAD LOGISTICS TECHNICIAN – HPS - CUPE 5167

#### SUMMARY OF DUTIES

Working in an integrated support structure with Paramedics, City staff, vendors and contractors and reporting to the Paramedic Logistics Supervisors, the Lead Logistics Technician – HPS works with a crew of Logistics Technicians to inspect, maintain, services, calibrates/repairs, cleans and facilitates the control of Service equipment, supplies and vehicles. This includes but is not limited to ensuring the cleaning, maintaining and stocking of Service equipment, response medical bags, emergency vehicles and stations, along with performing general housekeeping duties are completed and electronically documented as per service policies and procedures.

#### GENERAL DUTIES

Under the supervision of the Logistics Supervisor, assigns tasks while working with a crew of logistics technicians daily.

Responsible to ensure completion and compliance with service procedures for all daily work assignments. Ensures work is completed as required by working closely with the logistics supervisors.

Organizes and cleans stations and vehicles with cleansers and chemicals to the required standards.

Cleans and decontaminates vehicles and equipment in accordance with established procedures and to the required service standard.

Receives, inventories, and replenishes vehicles, kits, and station stock supplies including rotating inventory to maximize efficiency.

Packages, labels and controls biological and other hazardous waste in accordance with regulations and Service policies and procedures.

Performs routine checks, inspections, preventive maintenance, calibration and testing and minor repair of patient carriage and patient care equipment in accordance with manufacturer's specifications and in compliance with established standards.

Maintains detailed and accurate electronic and manual inspection maintenance and servicing records and requests for Service equipment.

Performs routine checks, inspections and preventive maintenance of other service equipment and vehicles including verification of fluid levels, tire pressure, running lights, etc. as required.

Pressure washes and steam cleans vehicle and or stations as required.

Drives service vehicles as required to repair-maintenance or refuelling sites or stations.

Ensures that vehicles returned at the end of the shift are assessed for deficiencies and that they are prepared for re-deployment.

Returns equipment, linen and other items belonging to other ambulance services or the hospital as assigned.

Perform mechanical pre-shift inspection of service vehicles in accordance with Service policies and the Ontario Highway Traffic Act as assigned.

Clears entrances and walkways by sweeping, sanding, salting and shovelling as required.

Completes appropriate and accurate documentation on all assigned tasks.

Identifies problems and assists in finding solutions to maintain a quick turn around of vehicle and equipment to minimize down time.

Responsible to comply with all City of Hamilton rules, regulations and safe working practices adopted by Hamilton Paramedic Service.

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.

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

### **QUALIFICATIONS**

1. Previous material management/inventory control, cleaning/decontamination and equipment maintenance experience normally acquired through a combination of education and relevant work experience.
2. Must be capable of performing lead hand duties and carrying out a variety of complex tasks.
3. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive working environment.
4. Demonstrated ability in directing and leading work crews having functional direction over a job functions such material management - inventory control, cleaning – decontamination, equipment maintenance and quality assurance tasks.
5. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
6. Previous material management/inventory control, cleaning/decontamination and equipment maintenance experience normally acquired through a combination of education and relevant work experience.
7. Free from communicable diseases and have all the appropriate immunizations as per the MOHLTC EHS Communicable Disease Standards. Proof of current immunizations will be required.
8. Able to perform inspections, preventive maintenance, calibration and testing and minor repair as well as clean and disinfect common Service equipment such as ambulances, stretchers, patient care equipment, response bags etc.
9. Must be physically capable of wearing common personal protective equipment (gloves, masks, gowns, footwear, eyewear etc.), lifting up to 40 pounds and pushing and pulling up to 90 pounds (i.e. stretcher).
10. Working knowledge of Paramedic service requirements and operations in Ontario an asset.
11. Ability to read, understand and comply with written and verbal instructions and convey those same instructions to others without error or omission.
12. Experience in a computerized environment with intermediate working knowledge of Microsoft Office in Excel, Word and Outlook. Experience with databases and/or material management applications an asset.
13. As a condition of employment, the successful applicant(s) will be required to obtain a Police Criminal Record & Judicial Matters Check, satisfactory to the City of Hamilton, at their own expense, prior to beginning in this

position.

- 14. Must possess and maintain valid Standard First Aid and CPR Certification.
- 15. Must have and maintain a current, valid, unrestricted Class G licence at a minimum.

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

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