

CITY OF HAMILTON

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

LEAD PARAMEDIC STORES CLERK – 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 Paramedic Stores Clerk, works with a crew of Store Clerks who have the responsibility for ordering, stocking and disbursement of medical supplies, parts, materials, pharmaceuticals, equipment and uniforms requests from City departments using the division's inventory management and asset control systems. Uses Peoplesoft Financial and Peoplesoft Human Resources to retrieve information and assist divisional staff. Ensures proper procedures are followed and issues requests for quotes and prepares purchase requisitions. Receives and maintains inventory. Maintains files, prepares reports and invoice processing.

GENERAL DUTIES

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

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

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

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 new employees or others 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. 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, Procurement activities and liaison with vendors as per the City procurement bylaw.
5. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including

W.H.M.I.S. legislation.

6. Proven experience and knowledge in inventory management, inventory processes and controls, and purchasing preferably in a Municipal or Medical environment.
7. Proven experience and knowledge in the use and operation of OPIQ or equivalent Inventory Management System Software.
8. Proficient in the use of current Microsoft Word, Excel, and Outlook. (Must be able to pass intermediate level testing in Word and Excel).
9. Certificate in Lift Truck Operators Safety Training and a certificate in Handling/Transportation of Dangerous Goods.
10. Must be capable of lifting objects weighing up to 50 pounds several times a day.
11. Must possess and maintain valid Standard First Aid and CPR Certification.
12. 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.
