



Paramedic Logistics Technician
REF. # 2020-171

Ornge is a modern, vital, evolving organization that is dedicated to providing the highest quality transport medicine services to the province of Ontario. From air transport services to our critical care land transport program, we provide a range of services to patients and hospitals across the province. We are looking for individuals who are dedicated and energetic and who are looking for a career with a dynamic, patient-focused organization. Ornge is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

Position Available: Paramedic Logistics Technician
Status: Temporary Contract 12-month Duration
Location: 5310 Explorer Drive
Reporting to: Manager Paramedic Support
Department: Paramedic Operations

POSITION SUMMARY:

The Paramedic Logistics Technician will work within an integrated support structure with Paramedics, Base Managers, vendors and contractors. They will report to the Manager, Paramedic Operations Support, account for and inspect, maintain, service, calibrate/repair, clean and facilitate the control of medical equipment, supplies and vehicles. This includes but is not limited to cleaning, maintaining and stocking equipment, vehicles and aircraft, and performing general housekeeping duties. Working with Paramedic Operations Support, they will assist with the procurement of materials for the Paramedic Operations, complete operational readiness processes for aircraft/vehicles and equipment, control of inventory levels and use of computerized inventory and asset control systems; delivering, stocking and conducting preventative maintenance programs for specific medical equipment; repairing/maintaining/inspecting medical equipment such as oxygen regulators, suction and stretcher equipment, etc; and providing minor repair to vehicles, facilities and property (i.e.-calibration/adjustment to equipment, etc.)

DUTIES AND RESPONSIBILITIES:

- Perform operational readiness processes for bags and equipment
- Coordinates the delivery, administration and tracking of preventive maintenance programs, including asset management and preventative maintenance activities.
- Tracks medical equipment using software systems to account for Paramedic Operations inventory and indicates upcoming preventative maintenance requirements in accordance with manufacturer warranty, provincial standards and service policy and procedures.
- Receives, unpacks, handles, delivers and stores inbound materials, supplies and equipment. Performs outbound shipment preparation & documentation.
- Assists with the deployment and setup of special operations equipment in exercise and actual response scenarios
- Performs minor repairs and maintenance to EMS equipment (e.g. calibration/adjustment, software update to specific EMS equipment, hose repairs, etc).
- Coordinates and performs logistical vehicle movements for land ambulance fleet vehicles
- Performs roll out of new products, product trials, and product recalls within the system
- Ensures that computerized spreadsheets, databases and other applications are maintained to record and monitor performance measures, activity counts and other information related to materials management;
- Liaise with third party vendors as required; and
- Other duties as required

QUALIFICATIONS:

- Minimum of two (2) to five (5) years field experience.
- Minimum certification PCP, Biomedical engineering technology or logistics.
- Class G driver's license, Class F or higher preferred
- Knowledge of applicable legislation and related regulations including but not limited to the Ambulance Act, the Highway Traffic Act and the Occupational Health and Safety Act.
- Proficiency with MS Office Suite; Experience working on Projects an asset.
- Excellent interpersonal and communication skills
- Ability to establish and effectively manage numerous priorities and meet deadlines;
- Analytical, creative and critical thinker, ability to develop solutions and execute plans;
- Strong planning and organizational skills;
- Ability to work both independently and as a team member;
- Willingness to travel (occasionally on short notice) and the ability to work flexible hours.
- Written and verbal communication skills are essential.

HOW TO APPLY:

Qualified candidates are invited to apply [on-line](#) no later than **January 31, 2021**. If you require a disability accommodation in order to participate in the recruitment process, please contact us and provide your contact information. A Human Resources Coordinator will contact you within 48 hours.

Ornge is an inclusive employer. Accommodation is available under the Human Rights Code and in accordance with the Accessibility for Ontarians with Disabilities Act.

We thank all those who apply and advise that only those selected for further consideration will be contacted.