



Mosaic Transit Constructors (Mosaic) - a consortium comprised of Aecon, Dragados, and Dufferin – is partnering with Metrolinx and Infrastructure Ontario to design, build and maintain the transformative Finch West Light Rail Transit (LRT) system in the City of Toronto.

Position: Claims Manager

Reports to: Senior Claims Lead

Role Location: Toronto, ON

Responsibilities:

- Primarily responsible for tracking ongoing issues and developing evidence of entitlement
- Participate in the strategic assessment and evaluation of complex construction claims.
- Review contract documents to support entitlement to change orders and claims.
- Quantify scope, cost, and schedule impacts.
- Prepare and review Claim documents for submittal to the owner.
- Help build claims reports, presentations.
- Interface with project team to gather information related to the Claims.
- Develop and maintain a calendar of key dates related to terms and milestones for contracts.
- Analyze notices, communication with client to find facts that back up claim.
- Analyze contract and background documents.
- Review communications with other defendants to determine issues and events.
- Monitor and tracks all events in a centralized database.
- Monitor and tracks other deliverables.

Requirements:

- Bachelor's Degree in Construction Management, Civil engineering, or closely related field
- Minimum 5 years of experience in the heavy civil construction industry
- Strong computer skills with Word, Excel, PowerPoint, Outlook, and Adobe Acrobat
- Experience working with claims prepared for a major public agency
- Thorough knowledge and understanding of commercial and contractual risk and best practices for mitigating risk
- Knowledge and understanding of contracts, planning, and scheduling, construction means and methods and principles of construction management
- Detail oriented, Critical thinker who analyzes and uses knowledge and ability for problem solving
- Strong planning, organizational, multi-tasking, and time management skills, and ability to operate under pressure
- Demonstrated clear logical written, verbal, and communication and presentation skills. Excellent Interpersonal skills to cooperate and work as a team
- High degree of integrity and understanding of ethical industry standards. Exercises judgment and uses sound principals to make decisions
- Leader that seeks and accepts responsibility and leads by example

Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment



- Prolonged sedentary positioning
- Walking, lifting, equipment operation, etc.
- Moderate physical activities
- Ability to use stairs, ladders and climb over rough terrain
- Primary work location is the Project site for Mosaic Transit Group

We offer a competitive compensation and benefits package in a fast-paced work environment. We are looking for innovative, forward-thinking people who enjoy challenges and want to work on leading-edge infrastructure projects.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

To apply for this position, please submit resume online to: workforce@mosaictransit.com