



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: Cost Coordinator

Reports to: Cost and Reports Manager

Role Location: Toronto, ON

Summary of Position:

The Cost Coordinator shall perform all aspects of cost control in an accurate, thorough, and timely manner which includes assessing and reviewing client and subcontract change orders, assisting with the preparation of budgets and reports in accordance with established policies and procedures. The individual must be a team player and have excellent negotiation and issue resolution skills.

Responsibilities:

- Prepare monthly closing and an executive summary to be submitted to the Project Director.
- Prepare performance reports.
- Executes the Project Execution Plan for forecasting, tracking, and reporting project cost as well as estimating cost control, and planning/scheduling.
- Supports the project team in the development and maintenance of any periodic (daily, weekly, monthly) status reports to keep management informed of project progress.
- Interface with project team and managers to define scope of work in the development and update of detailed schedules, cost information, and identification of variances from the original plan.
- Advise management of risks that may affect project profit, costs, schedules, and client relations. Maintains a comprehensive and current risk register and conducts risk reviews.
- Carry out cost engineering activities for responsible divisions.
- Meets periodic reporting deadlines.

Requirements:

- Degree in Engineering with specialization in Project Management or Cost Control related training.
- Minimum five (5) years relevant and similar capacity in project estimating and cost controlling preferably in heavy civil construction.
- Technically strong in project cost planning, scheduling, and reporting.
- Knowledge in the use of Primavera Scheduling; Timberland, Heavy Bid and Cost Control Software.
- Strong analytical and problem-solving skills and meticulous.



- Independent worker who is able to work well with minimal supervision.

Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment.
- Prolonged sedentary positioning.
- Moderate physical activities.

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.

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

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