



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

Position: Design Coordinator

Reports to: Design Coordinator Manager

Role Location: Toronto, ON

Summary of Position:

Reporting to the Design Coordination Manager, the Design Coordinator tracks design packages for submission to the client. The Design Coordinator will communicate any delays in the design schedule proactively and find solutions to alleviate the issue(s). The Design Coordinator will coordinate with the Client's Document Control Team any design package submission or comments delays and coordinate design review comments between Construction and Performance Team to the Designers to ensure closeout of comments in the design package.

Essential Functions:

- Track design packages for submission to the client and collaborate with document controllers for their timely delivery
- Communicate any delays in the design schedule proactively and find solutions to mitigate; keep track of all delays and associated claims with design consultants
- Coordinate with Client's document control team any design package submission or comments receipt delays
- Coordinate design review comments between Construction and Performance Teams (CRM process) to the Designers and ensure closeout of comments in the design packages
- Coordinate the constructability and Gate reviews and quantity variance in design from bid estimates to the relevant designers
- Collect information on a weekly and monthly basis for updating the progress reports
- Coordinate suppliers' info with Design Team and ensure their delivery to the client
- Coordinate with Procurement Team for procurement of subcontractors for design input requirements
- Coordinating design quality aspects with the team and help preparing for design quality audits with QA/QC
- Coordinate all Conformance Review Report (CRR) inputs with design leads
- Collaborate with Lessons Learnt Coordinator for the learning moments gathered from past projects with regards to optimising design coordination internally within the team and externally
- Enhance delivery process of all packages to Client
- Respond effectively to Designers' enquiries/requests in efforts to support design process
- Assist design team to proceed on time as planned
- Develop optimised solutions and reduce scopes for cost minimisation



Qualifications:

Required

- At least 1 – 3 years of experience
- Minimum educational experience: engineering degree preferred
- Good communication and documentation skills
- Demonstrated ability to develop and manage budgets
- Computer literate with MS Office (Word, Excel, Project)
- Able to lead discussions with the partners, clients, and suppliers and to interact with senior discipline staff as overall delivery lead
- Experience with managing vendor relationship, estimation, analyzing information and reporting is essential
- Demonstrated strong team work ethics and decision- making skills

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.