



**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:** Equipment Coordinator

**Reports to:** Construction Equipment Manager

**Role Location:** Toronto, ON

**Essential Functions:**

- Set up and maintain HCSS (equipment management program).
  - Set up and manage all equipment maintenance schedules.
  - Set up and monitor equipment/vehicle telematics.
  - Generate equipment utilization reports for ALL Segments.
  - Monitor and file all repair and maintenance reports, work orders and keeps master file for the Equip Dept.
  - Confirm outside rental needs with Construction Equipment Manager.
  - Generate and review monthly equipment reports with the appropriate personnel (utilization/performance reports and maintenance records).
  - Post equipment hourly usage to job cost via HCSS (ensure hours posted match hour meters).
  - Monitor and file all repair and maintenance reports and keeps master file for Segments
  - Print weekly log of “open” work orders of for all project equipment. Monitor status of equipment shop drawings, delivery, installation & commissioning and distribute to Project Superintendents.
  - Order parts and manage delivery for work orders in assigned Segment.
  - Manage and order all maintenance supplies for assigned Areas.
  - Coordinate with Construction Equipment Manager on utilization reports.
  - Responsible for scheduling and tracking oil sampling.
  - Manage all paperwork on equipment purchases, shop drawings & deliveries.
  - Manage receiving documents.
  - Scan and input receiving documents into equipment or work order files.
  - Manage fuel delivery invoicing.
  - Perform all routine filing.
  - Perform routine data entry in HCSS, and eCMS (Equipment Accounting Software)
- Other duties as assigned by Project Equipment Superintendent.

**Qualifications:**

**Required**

- Post-Secondary education in construction, civil, mechanical technician or engineering or a combination of experience
- 2-5 years of experience in a similar role.
- Mechanical aptitude
- Ability to work outdoors in varying weather conditions



- Must be willing to work overtime and weekends as required
- Able to work independently
- Solid knowledge of MS Office computer skills
- Must have valid G license and have own transportation

**Working Conditions/ Physical Effort:**

- Able to perform in a fast-paced environment.
- Walking, lifting, equipment operation, etc.
- Moderate physical activities
- Ability to use stairs, ladders and climb over rough terrain.

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](mailto:workforce@mosaictransit.com)

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