



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

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