



**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:** Community Relations Specialist

**Reports to:** Community and Communications Manager

**Role Location:** Toronto, ON

**Responsibilities:**

- Ensures that all public concerns and issues are addressed promptly.
- Participate in meetings to make presentations and discuss public concerns and how they can be resolved.
- Participate in the construction and risk assessment review process, in conjunction with construction teams, to identify potential construction impacts to third parties.
- Develop an outreach and communication plan to inform the public (i.e., residents, Councilors, property owners, etc.) of upcoming and/or ongoing construction activities and their impact on the community. This may include assisting with arrangements for and attending public information events; conducting personal visits; preparing presentations, newsletters, sketches, brochures, notices, etc., for distribution in conjunction with various internal and external stakeholders and clients.
- Prepare, respond and issue written notices and e-mail responses to property owners, residents, businesses, etc. advising of upcoming construction work. Participate in the creation of newsletters, project updates and events.
- Respond to and resolve community problems/issues with on-site construction activities. This may include matters relating to property access, pedestrian safety, restoration, parking, signage, noise, dust/dirt, etc.

During the post-construction phase, responsibilities include coordinating post-construction inspections between stakeholders, construction teams and contractors as required.

**Qualifications:**

- Completion of a College or University degree in urban studies, environmental studies, urban planning, political science, social science, communications, journalism or the equivalent. Direct related work experience is an asset.
- Sound knowledge of communications and public relations principles, methods, and practices.
- Strong customer service skills through various mediums including events and meeting presentations, logging of information, production of printed materials and graphics.
- Strong organizational skills to manage, track and successfully deliver on multiple projects and tasks with competing timelines and deliverables.
- The ability to set and manage tasks from end-to-end and manage workflow priorities independently as much as practical is desired.
- Familiarity with the principles, methods, practices, and terminology associated with engineering, heavy construction activities and an understanding of design and construction drawings as well as relevant legislation applicable to the work environment (ie. Occupational Health and Safety Act).
- Proficient with the use of computers and computer applications (databases, spreadsheet and word processing software applications).



- Sound judgement, excellent organizational, analytical, problem-solving and prioritizing skills in order to assess situations/incidents and determine a solution or course of action.
- Excellent interpersonal, presentation, verbal and written communication skills.

**Working Conditions/ Physical Effort:**

- Combination of site and Office, with most work taking place in an office environment. Occasional visits to construction sites and business/residential locations in the construction area will be needed.