



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: Maintenance Administrator

Role Location: Toronto, ON

Responsibilities:

- Oversight and administration in the receipt of delivered LRVs, their testing and supporting correspondence with various authorities
- Oversight and administration in the maintenance of guideway and LRV including record keeping, tracking parts and reports
- Issuance of work orders, coordinating work with manpower, tool and parts availability

Requirements:

- Well organized, self starter and self motivated in system operation
 - Clear understanding of file retention, storage and record keeping
- Mechanically inclined to understand and explain some work to be done and overall fit within the larger operating system (Computerized Maintenance Management System)
- Strong communication skills both written and verbal, able to work well with others
- Able to learn and master various computer system flows as provided from CMMS
- Post secondary education demonstrating strong oral and written communication skills
 - Able to communicate/convey ideas with all people of various backgrounds
- Experience in business setting
 - Familiarity and use of MS Office software (Word, Excel, Outlook)
 - Able to understand and use existing and create new filing structures
 - Experience in working with multi-level parts/filing structures (e.g. inventory)

Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment
- Prolonged sedentary positioning
- Walking, lifting, equipment operation, etc.
- Moderate physical activities
- Ability to use stairs, ladders and climb over rough terrain
- Primary work location is the Project site for Mosaic Transit Group

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.

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

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