



**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:** Document Controller

**Reports to:** Document Control Manager

**Role Location:** Toronto, ON

**Summary of Position:**

Reporting to the Document Control Manager, this role is a part of the team which is responsible for the functioning and utilization of the document control system for the project.

**Responsibilities:**

**Document Control System**

- On direction of the Document Control Manager Accountable for maintaining project distribution matrix within EDMS (Aconex).
- Assists in providing support to new project team members regarding appropriate document control practices and on the EDMS (Aconex).
- Identifies and escalates processing or other system issues to the Document Control Manager in a timely manner.
- Identifies opportunities for continuous process improvement and monitors for new and emerging software solutions.

**Reporting**

- Assist in maintenance of reporting system to track all NCR's, CAR's, RFI's, Change Request and other documentation deemed critical by the project from start to finish.
- Assists project teams with creating and developing reports in EDMS system (Aconex).
- Using Aconex, assists in the preparation of the end of project report.
- Using Aconex, assists in Creation/Communication/implementation and maintenance and auditing of all required contract submittals.
- Using Aconex, assists in maintenance a reporting system to track by originator all RFI's through the key milestones of their lifecycle.

**Documentation**

- With the team, ensures the receipt, capture, control, and access of all project documents.
- Allocates project document/drawing numbers as required per guidance of Project Management, Project Agreement, and/or Client requirements.
- Responsible for achieving and maintaining a high level of accuracy in capturing meta-data in the both the project and client EDMS (Aconex/Unifier) systems in accordance with procedures and requirements for metadata for reporting/auditing.



- Ensures achievement of established turnaround specifications from receipt of requests into document control to completion of processing and distribution.
- Working with the Document Control Manager, assist with post-construction document archival / retention including as per Project Agreement specifications.

#### **Requirements:**

- Post-secondary education bachelor's degree or college diploma preferred, or equivalent experience.
- A minimum of 5 years document control experience in a construction project/site environment
- Must have great time management.
- Prior experience using electronic document management (Aconex and/or Unifier preferred) as well as in processing both design and vendor documentation.
- Proficient in electronic file management (e.g., Explorer and WinZip).
- Intermediate to advanced knowledge of Portable Document format software such as Adobe Acrobat, Bluebeam.
- Intermediate working knowledge of MS Office Applications such as: MS Project; Excel; Word, Outlook, Visio, PowerPoint.
- Ability to accurately and efficiently setup, create and maintain documentation metadata.
- Ability to interpret and implement process, procedures, workflows, and standards.
- Ability to document work tasks (work instructions).
- Experience working in a site / project team environment with the proven ability to build relationships with immediate and remote team members, clients, etc.
- Excellent written and verbal communication skills.
- Exceptional organizational skills, with a proven ability to meet deadlines in a fast-paced environment.
- Familiar with EDMS systems such as Aconex and/or Unifier.

#### **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.

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.