



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: Project Coordinator- Structure

Reports to: Construction Manager

Responsibilities:

- Maintain professional relationships with owner, architect, consultants, subcontractors & public.
- Understand and assist with the continuing education and enforcement of the project's health & safety program.
- Adhere Site Policy & Procedures Manual and Environmental Policies.
- Be an ambassador of the company both internally and externally.
- Utilize the project management system (e.g. Aconex) for project administration.
- Update project schedules as directed by Construction manager and superintendent.
- Log, review and process all shop drawings.
- Log, process and issue all site instructions and change notices, as directed by the Construction manager, through the project management system.
- Issue contracts and purchase orders as directed by the Construction manager.
- Assist the Construction manager in providing monthly PSR (Performance Status Reports) regarding cost forecast, schedule and cash flows.
- Work with accounting department to ensure project accounting is accurate and timely.
- Assist project manager in monthly progress application process.
- Primary responsibility for all facets of project close-out, including archiving of documents, maintenance and warranty manuals, deficiencies, warranty work and coordinating the return of "as built" drawings from sub-trades.
- Participate in basic layout and field engineering activities, including as built information collection.
- Research and resolve drawing interpretation problems, conflicts, interferences, and errors.
- Present design discrepancies to design consultants for resolution, prepare documentation, field design change requests, etc., as required.
- Prepare and maintain punch lists describing work items to be done.
- Assist the team with coordination subcontractor work.
- Liaise with building authorities and regulatory agencies.
- Participate in tender closings.
- Perform additional assignments per supervisor's direction.

Skills Required

- Engineering Degree is required
- Minimum 5 years experience in construction on major project preferably P3 projects

- LEED knowledge is an asset
- Good communication and interpersonal skills.
- Excellent Microsoft Outlook, Word, Project and Excel skills.
- Ability to learn the project management system, CGC accounting system
- Basic presentation skills.
- Experience in the heavy civil market