



Position: Project Coordinator – Property Access & Business Continuity

Reports to: Property Access & Business Continuity Manager

Essential Functions

- Ability to coordinate multiple projects simultaneously to ensure that project schedules, milestones, and deadlines are met on a timely basis.
- Work with site teams to determine schedules for work to restore temporary property easement lands and communicate any special requirements for restoration required under easement agreements.
- Coordinate and lead as appropriate, negotiations affecting property owners including obtaining Permission to Enter.
- Negotiate and coordinate various property related agreements, liaising with various parties (Metrolinx, City of Toronto, consultants, provincial agencies, and affected property owners) for their timely execution.
- Negotiate site specific agreements with property owners as needed.
- Lead and/or attend meetings and working committees, representing the FWLRT property requirements and obligations, as directed.
- Create strong relationships with stakeholders to demonstrate the projects commitment to ensuring that all parties are in alignment.

Qualifications and Experience

- Undergraduate Degree in Civil Engineering or completion of a post-secondary college diploma in a related discipline (e.g. planning, urban studies, engineering, and involving a focus on real estate/property matters), along with extensive related experience in a property acquisition and/or project infrastructure environment; or a combination of education, training and experience deemed to be equivalent.
- 2+ years in Project / Construction coordination.
- Sound judgement; well developed interpersonal and oral and written communication skills; proven organizational and problem-solving skills; highly developed conflict resolution and negotiating skills.
- Ability to read and understand reference plans, engineering drawings, general knowledge of common engineering and construction practices.
- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint).
- Proficient in MicroStation is considered an asset
- Adaptable and flexible to an ever-changing environment.
- Ability to think strategically and conceptually, analyze data, consider relevant issues, and recommend innovative solutions.
- Strong interpretation skills in Project Agreements, Contract, and legal documents
- Knowledge of the expropriation process, real estate agreements, valuation of property.

Additional Requirements

- Must be able to travel to worksite to monitor affected properties and have site meeting with property owners as required.
- Frequently meet with local businesses and residents to inform and collect their inputs on upcoming works.
- Demonstrates behaviours that support diversity, inclusion, and a respectful work and service environment that is free from discrimination and harassment. Helps to remove barriers and accommodate employees and customers (within their area of responsibility) in accordance with MTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and MTC's policies.