



**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 – Properties

**Reports to:** Property Access & Business Continuity Manager

**Role Location:** Toronto, ON

**Required Knowledge, Skills and Abilities:**

- 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/lead as appropriate, negotiate with affected property owners to obtain Permission to Enter and site-specific agreements.
- Negotiate/coordinate various property related agreements, liaising with various parties (Metrolinx, City of Toronto, consultants, provincial agencies, and affected property owners) for their timely execution.
- 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.
- Sound judgement; well developed interpersonal and oral and written communication skills; proven organizational and problem-solving skills; highly developed conflict resolution and negotiating skills.
- Strong interpretation skills in Project Agreements, Contract, and legal documents
- Knowledge of the expropriation process, real estate agreements, valuation of property.
- 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.

**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, etc.), along with related experience in a property acquisition and/or project infrastructure environment; or a combination of education, training and experience deemed to be equivalent.
- Recent graduate, 2+ years in Project/Construction coordination preferable.



## **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 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.

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.