



# Building Official Intern Program

## Building Standards

### BACKGROUND

The Building Standards Department carries out Council's responsibilities for the enforcement of the Building Code Act and the Building Code in Markham.

Principally, this involves administering building permit applications, conducting technical review of design plans prepared by Architects, Engineers and BCIN designers, issuing permits, inspecting buildings during construction, authorizing the occupancy of new buildings, and initiating enforcement and prosecutions in cases of noncompliance.

In addition to these core Building Code duties, the Department also administers and interprets the City's Sign and Zoning by-laws and determines the applicability of other laws that may affect the issuance of building permits.

The Department includes the office of the *Chief Building Official* and *Inspectors*, who are qualified and registered by the Province. The Chief Building Official is appointed to these official duties by Council and Inspectors are appointed by the Chief Building Official.

### PURPOSE

Recruiting Qualified and Code competent Building Officials has been a challenge, given the limited pool in Ontario. To address this, the Building Standards Department has created a unique opportunity for college or university graduates (Building Construction Technologist, Engineering Technologists, Architectural Technologists, Engineers and Architects). These graduates will be placed in an internship program, providing them with the necessary training and experience to fill Building Official vacancies.

The program is designed to provide the Building Code and regulatory training that will satisfy both the Provincial requirements and appointment by the Province as Code competent and the qualifications for the entry level positions of the Building Inspector I or Plans Examiner I with the City of Markham.

The appointed Chief Building Official is the sponsor of the internship program and provides guidance and leadership for the program.



The Supervisor is the program manager of the internship program. The Supervisor is responsible for the day-to-day operation of the permit application review, approval process, inspection reviews and site training at different geographic areas of the City and oversee the day-to-day training, development and supervision of the interns. The Supervisor ensures that the internship program elements related to Code compliance are established and delivered.

## SCOPE

The internship includes a training and development program that includes ongoing evaluation and the requirement to pass the Ministry exams. This 18-month program is divided into four phases.

| Phase | Duration     | Duties  | Outcomes   |
|-------|--------------|---|--|
| 1     | 1-4 months   | Permit administration, applicable law review, customer inquiries, training of Markham's online and paperless building permit process  | Completion of the <i>Legal</i> exam and<br>Demonstrated knowledge will be determined through detailed audits of assigned files                         |
| 2     | 5-8 months   | Plans examination of decks, minor interior alterations and detached structures < 50 m <sup>2</sup> .  | Completion of the <i>House</i> exam and<br>Demonstrated knowledge will be determined through detailed audits of assigned files                         |
| 3     | 9-12 months  | Inspection and reporting of decks, minor interior alterations and detached structures < 50m <sup>2</sup>  | Completion of the <i>Plumbing House and HVAC House</i> exam and<br>Demonstrated knowledge will be determined through detailed audits of assigned files |
| 4     | 13-18 months | Plans examination of Custom infill homes, semi-detached dwellings and townhouse developments and Inspection/reporting of townhouse developments, semi detached dwellings and single custom dwellings. | Completion of the <i>On- Site Sewage System</i> exam and<br>Demonstrated knowledge will be determined through detailed audits of assigned files        |



The training schedule can be accelerated at the discretion of the Chief Building Official, subject to the intern demonstrating the ability to perform and meet the expectations at an accelerated pace, including academic training and hands-on experience.

The enrolment of the Building Official Intern program is dependent on the number of full-time/contract intern vacancies available. Up to 4 interns is considered manageable as these trainees are an integral part of our team, mentored and supervised by the Supervisor responsible for the program. Interns will be distributed evenly throughout the Department according to workloads and accommodation capacity, ensuring optimum supervision and mentorship.

## **INTERNSHIP OVERVIEW**

### **Enrolment**

The recruitment process is coordinated by the City's People Services Department and undertaken in accordance with established policies and procedures. Competitions will be open simultaneously to all internal and external candidates who meet the minimum requirements and references will be verified by People Services and the Supervisor. The recruitment process adopted by the City of Markham includes a written technical test as well as an interview.

### **Employment Criteria**

- A successful completion college diploma in Architecture, Civil Engineering or a related field
- Ability to read/interpret plans/specifications
- Valid Ontario Class G Driver's licence and use of personal vehicle for business purposes required.

### **Intern Evaluation**

The training and development program includes ongoing evaluation and the requirement of completing the Ministry's examinations.

### **Completion of Program**

Once the intern successfully completes the internship program, the intern is eligible to apply for posted City vacancies. Full-time permanent status is achieved once the intern applies for and is appointed as the successful candidate for a full-time competition.



## Activities

Interns will be provided a breakdown of required proficiencies, details of knowledge required, expected milestones and assessment criteria. The Building Standards Department has a staff complement of 62 which includes 27 inspectors as defined by the Act. The interns will be part of this large complement of inspectors and will benefit from the additional guidance and coaching.

Building Official Interns benefit from additional training provided by the Department and the City's Learning Centre. The workshops offered through the Learning Centre support the strategic and business goals of the City.

The Supervisor will oversee the interns' activities to ensure that the interns will only undertake work that is in compliance with O.Reg 305/03. Interns will commence training in the Permit Administration Division, then the Permit Plans Review Division, reviewing building permit applications and construction plans, etc. Once the interns have completed both these stages and have successfully passed the required exams, they will migrate to the Building Inspections Division.

The City has adopted an Employee Code of Conduct and the Building Official Code of Conduct, which will be reviewed with the intern shortly after recruitment. In addition, the interns are introduced to other corporate policies, such as those regulating the use of the Internet, corporate assets, etc.

## GOVERNANCE

During the 18 months of the program, interns will be under the direction of the Supervisor. The Chief Building Official will monitor the operation of the program every 2 months to ensure that it is progressing as planned and that expectations of both the employer and the interns are being met.

The Chief Building Official will report to the Ministry as required under the Building Code.

## PROGRAM ADMINISTRATION

The internship program is solely administered by the Building Standards Department. The Chief Building Official sets the direction of the Department and the program, including goals, objectives, guidelines, etc., to ensure interns become qualified. The Supervisor manages the program.

The City will disclose, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the internship status (qualification) of any of the interns upon receipt of such a request, as it does for any Building Official.

For details about the program, please get in touch with the Building Standards Department [buildingofficialinterns@markham.ca](mailto:buildingofficialinterns@markham.ca)