

# OCCUPATIONAL STANDARDS

## PROFESSIONAL BUILDING OFFICIAL



HOME TO CANADIANS  
Canada



**CAHPI**

CANADIAN ASSOCIATION OF HOME AND PROPERTY INSPECTORS

MAY 1, 2001

This occupational standard has been developed by industry professionals and describes the skills, knowledge and abilities required to perform the duties of a Professional Building Official. Occupational standards can be used for a variety of purposes, and may form the basis for training, curriculum development, accreditation of training programs, recruitment, performance improvement, career development and the certification of practitioners.

For copies of this standard, or information on the Canadian Home Inspectors and Building Officials Steering Committee (CHIBO) for National Standards contact:

Alliance of Canadian Building Officials' Associations,  
 C/O Building Officials' Association of British Columbia  
 Suite 20, 10551 Shellbridge Way,  
 Richmond, BC V6X 2W9

Or contact one of the constituent members at:

|                                                                                                                                                                                                    |                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Alberta Building Officials' Association<br>P. O. Box 4766, South Edmonton Station<br>Edmonton, AL T6E 5G6                                                                                          | Building Officials' Association of British Columbia<br>Suite 20, 10551 Shellbridge Way,<br>Richmond, BC V6X 2W9 |
| Manitoba Building Officials' Association<br>c/o C. M. ( Chuck ) Surgeoner<br>The City of Winnipeg<br>Planning, Property & Development Department<br>Unit # 31 - 30 Fort St.<br>Winnipeg MB R3C 4X7 | New Brunswick Building Officials' Association<br>P.O. Box 3193<br>Station "B"<br>Fredericton, N.B. E3A 5G9      |
| Nova Scotia Building Officials' Association<br>PO Box 50017 Dartmouth<br>NS B2Y 4S2                                                                                                                | Ontario Building Officials' Association<br>6770 Davand Drive, Unit 46<br>Mississauga, ON L5T 2G3                |
| Saskatchewan Building Officials' Assoc. Inc.. Box<br>1671<br>Prince Albert SK S6V 5T2                                                                                                              |                                                                                                                 |

All rights reserved. Reproduction of this publication in part or in whole, without written permission of the Alliance of Canadian Building Officials' Associations is prohibited.

Disponible en français sous le titre:  
 Norme professionnelle, agent des bâtiments professionnel

© Copyright 2001

**Printed MAY 2001**

## TABLE OF CONTENTS

|                                                                      |            |
|----------------------------------------------------------------------|------------|
| <b>ACKNOWLEDGEMENTS</b>                                              | <b>i</b>   |
| <b>GUIDE TO THE OCCUPATIONAL STANDARD</b>                            | <b>iv</b>  |
| <b>DEVELOPMENT OF THE OCCUPATIONAL STANDARD</b>                      | <b>v</b>   |
| <b>STRUCTURE OF THE STANDARD</b>                                     | <b>v</b>   |
| <b>SCOPE OF THE PROFESSIONAL BUILDING OFFICIAL'S OCCUPATION</b>      | <b>vi</b>  |
| <b>SAFETY</b>                                                        | <b>vii</b> |
| <b>ANALYSIS</b>                                                      | <b>1</b>   |
| <b>BLOCK A</b>                                                       | <b>2</b>   |
| <b>COMMUNICATIONS</b>                                                | <b>2</b>   |
| Task 1 <i>Communicates in writing.</i>                               | <b>2</b>   |
| Task 2 <i>Communicates verbally.</i>                                 | <b>5</b>   |
| Task 3 <i>Resolves conflicts.</i>                                    | <b>9</b>   |
| <b>BLOCK B</b>                                                       | <b>12</b>  |
| <b>CONDUCTS DESIGN REVIEW</b>                                        | <b>12</b>  |
| Task 4 <i>Reviews technical documents.</i>                           | <b>12</b>  |
| Task 5 <i>Obtains Clearance Certificates from other authorities.</i> | <b>16</b>  |
| Task 6 <i>Issues special approvals.</i>                              | <b>17</b>  |
| Task 7 <i>Issues permits.</i>                                        | <b>19</b>  |
| <b>BLOCK C</b>                                                       | <b>22</b>  |
| <b>INVESTIGATIONS</b>                                                | <b>22</b>  |
| Task 8 <i>Requests tests.</i>                                        | <b>22</b>  |

|                                                           |                                         |           |
|-----------------------------------------------------------|-----------------------------------------|-----------|
| <b>Task 9</b>                                             | <b>Conducts on-site inspections.</b>    | <b>24</b> |
| <b>Task 10</b>                                            | <b>Conducts research.</b>               | <b>30</b> |
| <b>BLOCK D</b>                                            |                                         | <b>33</b> |
| <b>LEGISLATION</b>                                        |                                         | <b>33</b> |
| <b>Task 11</b>                                            | <b>Administers federal law.</b>         | <b>33</b> |
| <b>Task 12</b>                                            | <b>Administers provincial law.</b>      | <b>35</b> |
| <b>Task 13</b>                                            | <b>Administers municipal law.</b>       | <b>36</b> |
| <b>Task 14</b>                                            | <b>Recognizes legal responsibility.</b> | <b>38</b> |
| <b>BLOCK E</b>                                            |                                         | <b>39</b> |
| <b>ADMINISTRATION</b>                                     |                                         | <b>39</b> |
| <b>Task 15</b>                                            | <b>Maintains documentation.</b>         | <b>39</b> |
| <b>Task 16</b>                                            | <b>Maintains resource library.</b>      | <b>40</b> |
| <b>Task 17</b>                                            | <b>Administers office.</b>              | <b>42</b> |
| <b>APPENDICES</b>                                         |                                         | <b>45</b> |
| <b>CANADIAN HOME INSPECTORS &amp; BUILDING OFFICIALS:</b> |                                         | <b>46</b> |
| <b>GLOSSARY</b>                                           |                                         | <b>48</b> |
| <b>TASK PROFILE CHART</b>                                 |                                         | <b>50</b> |

## ACKNOWLEDGEMENTS

The CHIBO Steering Committee for National Standards acknowledges the volunteer support and guidance of the Standards Development Steering Committee, which is comprised of the following members:

|                      |     |                        |                  |
|----------------------|-----|------------------------|------------------|
| Rick Bortolussi      | PBO | BC and Yukon           | British Columbia |
| Alex Campbell        | PBO | Manitoba               | Manitoba         |
| Rick Clark           | PHI | Employers & Prairies   | Alberta          |
| Bill Clayton         | PHI | BC                     | British Columbia |
| Brian Crewe          | PHI | Quebec & Atlantic      | Quebec           |
| John DeVries         | PBO | Education              | Ontario          |
| John Kiedrowski      |     | Project Manager        | Ontario          |
| Claude Lawrenson     | PHI | Education              | Ontario          |
| Jack Leedham         | PBO | Nova Scotia            | Nova Scotia      |
| Michael Ludolph      |     | Chair                  | Ontario          |
| Paul Mousseau        | PBO | Alberta                | Alberta          |
| Ron Nokes            | PHI | Employers & Ontario    | Ontario          |
| Ron Payne            | PHI | Employees, BC, & North | British Columbia |
| Len Semko            | PBO | Saskatchewan           | Saskatchewan     |
| Trevor Welby Solomon | PHI | Employees & Ontario    | Ontario          |
| Bob Wilson           | PBO | New Brunswick/Union    | New Brunswick    |

For further information regarding the CHIBO members see Appendix A.

The home inspection and municipal building official sectors gratefully appreciate the time and interest the members have taken from their busy schedules to provide a vision for the future. Without their co-operation, the National Occupational Standards could not have been completed. Further information regarding these members can be found at the end of the text. The CHIBO members want to extend a special thanks to Mr. Michael Ludolph, Chair who managed to bring both sectors together and focus on common objectives. The group also wants to acknowledge Mr. John Kiedrowski, Project Manager, for his constant and professional support.

The CHIBO and the members from the home inspectors and municipal building officials sectors want to thank Human Resources Development Canada (HRDC) and Canada Mortgage and Housing Corporation (CMHC) for their financial contribution to the project. In particular, the CHIBO wants to thank Mr. John Keating, Project Officer, Human Resources partnerships Directorate (HRDC), and Darrel Smith, Senior Researcher, Housing Technology (CMHC) for their constant support and encouragement throughout the project. CHIBO wishes to acknowledge the work of Chapman and Chapman, Occupational Research Consultants for developing the National Occupational Standards.

The CHIBO Steering Committee for National Standards wishes to express sincere appreciation for the contribution of the many companies, associations, labour organizations, Professional Building Officials, and all others who contributed, directly or indirectly, to this publication.

The Steering Committee wants to thank the following people who volunteered their time to provide constructive input and help in finalizing this document

|                  |                                                           |                  |
|------------------|-----------------------------------------------------------|------------------|
| Frank Asta       | Town of Oakville Chief Building Official                  | Ontario          |
| John Barnes      | City of Winnipeg/Manitoba Building Officials Assn.        | Manitoba         |
| Gerald Baron     | Safety Codes Council                                      | Alberta          |
| Daryl Birtch     | District of Pitt Meadows/Building Officials Assn. of B.C. | British Columbia |
| Wayne Blohm      | District of Lilloet                                       | British Columbia |
| Michael Cain     | Ontario Building Officials Assn.                          | Ontario          |
| Michael Demidiuk | City of Winnipeg/Manitoba Building Officials              | Manitoba         |
| Jim Donovan      | Halifax Regional Municipality                             | Nova Scotia      |
| Troy Jones       | Town of Oromocto                                          | New Brunswick    |
| Larry Johnson    | City of Richmond/Building Officials Assn of B.C.          | British Columbia |
| Doug Mulhall     | City of Weyburn/Saskatchewan Building Officials Assn.     | Saskatchewan     |
| Douglas Overbo   | City of Fredericton/N.B. Building Officials Assn.         | New Brunswick    |
| Ross Rettie      | Association Professional Engineers and Geo Sciences of BC | British Columbia |
| Terry Rolleston  | City of Saskatoon/Saskatchewan Building Officials Assn.   | Saskatchewan     |
| Darrel Smith     | CMHC                                                      | Ontario          |
| George Sykora    | City of Calgary                                           | Alberta          |

Every effort has been made to ensure the above is an accurate and complete list of all those who have had input into this document. If the CHIBO Steering Committee for National Standards has omitted anyone, please accept our apologies.

## **Canadian Home Inspectors and Building Officials Steering Committee for National Standards**

The Canadian Home Inspectors and Building Officials (CHIBO) Steering Committee for National Standards was formed to conduct occupational analyses and establish National Occupational Standards for Professional Home/Property Inspectors and Professional Building Officials. The steering committee is comprised of representatives from the Canadian Association of Home and Property Inspectors (CAHPI) and the Alliance of Canadian Building Officials' Associations (ACBOA). These individuals represent all regions and segments of the industry.

The objectives of the project on National Occupational Standards for the private home and property inspection and municipal building code inspectors sectors are as follows:

### **Primary objectives:**

- 1 Develop National Occupational Analyses that will provide competencies and tasks specific to each sector as well as common core competencies common to both.
- 2 Validate and endorse National Occupational Standards.
- 3 Publish National Occupational Standards and common core competencies.
- 4 Market and promote National Occupational Standards and common core Competencies.

### **Secondary objectives:**

- 1 Establish a partnership between the home/property inspection and building official sectors.
- 2 Merge common competencies that are similar in both sectors.
- 3 Bring a better understanding of the roles and responsibilities of the sectors to each other and to consumers.
- 4 Establish partnerships with stakeholders and others consulted in the process.
- 5 Enhance education and training mechanisms across Canada for both sectors.
- 6 Enhance the recognition and value of the professional within the industry.

The national occupational standards for Professional Building Officials will be used to consider the following activities:

- Develop training programs to meet the needs of the Professional Building Officials specific to this sector, at the same time taking into account the uniqueness of each group.
- Develop training programs that recognize existing training that Professional Building Officials have received to date.
- Establish certification programs that include evaluation instruments, examinations, feedback, and if certification is not issued, appropriate guidelines to help the individual obtain certification.
- Establish an accreditation program for institutions delivering educational programs.
- Revise existing training programs and develop new ones based on the occupational standards.
- Develop curricula that may include prior learning assessment and recognition.
- Develop policies for worker mobility.
- Promote and market occupational standards, especially to consumers and related stakeholders.
- Develop access on a national basis to education training programs via the internet.
- Develop a national standard of practice and Code of Ethics.
- Develop formal nationally recognized designations for qualified/certified Professional Building Officials.
- Consult with stakeholders and provincial organizations to maintain communication and joint ownership.

## **GUIDE TO THE OCCUPATIONAL STANDARD**



## DEVELOPMENT OF THE OCCUPATIONAL STANDARD

This Occupational Standard was developed and validated by industry professionals with extensive knowledge and experience in Municipal Building Code Inspections.

In September 2000 extensive research was conducted into existing provincial standards.

In October 2000 an Occupational Analysis Workshop was conducted in Toronto, Ontario, with 12 industry practitioners.

In November 2000 the document was circulated electronically to various associations and stakeholders, many of which posted the document on their respective web sites.

In January 2001 the steering committee met to review the responses from the validation exercise and amended the document accordingly.

Funds for this project came from the Alliance of Canadian Building Officials' Association (ACOBA), the Canadian Association of Home and Property Inspectors (CAHPI), Human Resources Development Canada (HRDC) under the Sectoral Partnership Initiatives program (SPI) and Canada Mortgage and Housing Corporation (CMHC).

## STRUCTURE OF THE STANDARD

To facilitate the understanding of the nature of the occupation, the work performed is divided into the following divisions:

- BLOCK** is the largest division within the analysis, and reflects a distinct operation relevant to the occupation.
- TASK** is a distinct, observable, measurable, activity that, combined with others, makes up the logical and necessary steps the practitioner is required to perform to complete a specific assignment within a block.
- Context Statement** defines the parameters of the task.
- SUB-TASK** is the smallest division into which it is practical to subdivide any work activity, and, combined with others, fully describes all duties constituting a task.

### Supporting Knowledge and Abilities

The elements of skill and knowledge an individual must acquire to adequately perform the sub-task.

## **SCOPE OF THE PROFESSIONAL BUILDING OFFICIAL'S OCCUPATION**

The title "Professional Building Official" refers to an individual who uses his/her training and experience to administer Federal and Provincial laws and Municipal bylaws related to the design and construction of all types of buildings and structures. Professional Building Officials ensure that the objectives of structural safety, fire safety, health, accessibility and the protection of buildings are addressed prior to occupancy.

The Professional Building Official is authorised to assess, consult and report on the design, construction and occupancy of all types of new and existing buildings and structures in accordance with the applicable laws and bylaws. In existing buildings this role includes, but is not limited to, the review and inspection of constructions, renovations, alterations, and additions, changes in use, interior improvements and demolition.

Professional Building Officials perform his/her role by reviewing plans and specifications, investigating work and communicating with stakeholders to determine and ensure compliance with applicable laws, bylaws, Codes and Standards. They also liaise with related Municipal officials such as Council, Health, Safety, Fire, Municipal Planners and other regulatory bodies involved with property development or any health, fire and life safety matters related to construction of building.

Professional Building Officials conduct building code, regulations and bylaw compliance reviews to confirm compliance and initiate corrective actions related to unsafe conditions in new and existing constructions. In addition to undertaking investigations, the Professional Building Official is empowered to enforce law through the use of Stop Work Orders, Orders to Secure upgrade or demolish unsafe buildings or conditions and, when necessary, prepare information for prosecution and/or injunction as well as provide expert testimony.

Professional Building Officials are also instrumental in assisting in the development of local regulations and bylaws regarding health, fire, and safety. The Professional Building Official in some jurisdictions may also administer the applicable Fire Code and other minimum acceptable property and maintenance standards or bylaws related to buildings, heating, ventilation and air conditioning (HVAC), plumbing (including septic tank and disposal fields), electrical and gas systems.

Professional Building Officials are primarily employed by municipalities. In some provinces, some or all of these responsibilities may be assigned to Registered or Certified Building Officials or other professionals competent to perform these Occupational Standards.

Professional Building Officials must be familiar with current and past Provincial and National Building Codes and Standards, Federal and Provincial legislation and Municipal bylaws pertaining to health, fire and life safety in construction. They must be familiar with all aspects of the construction industry, including construction methods, procedures, practices and materials. The Professional Building Official's role includes enforcement of building codes and laws, and, as such, must be up-to-date with the latest regulations regarding the construction industry. The Professional Building Official must display a great deal of tact and diplomacy while enforcing such regulations and assessing options for Code compliance.

## **SAFETY**

Safe building procedures and conditions, accident prevention and the preservation of health are of primary importance to industry in Canada. These responsibilities are shared and require the joint efforts of government, employers and employees. It is imperative that all parties are aware of circumstances that may lead to injury or property loss. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to accidents or injury. It is generally recognized that a safety-conscious attitude and work practices contribute to a healthy, safe and accident-free working environment.

It is imperative to be familiar and, in some cases, apply the occupational health and safety legislation and related regulations. As well, it is essential to identify hazards and take necessary measures to protect oneself, co-workers, the public and the environment.

Safety education has been identified as an integral part of training in all jurisdictions; however, personal safety practices are not recorded in this document. Technical safety relating to each task and sub-task are included throughout this analysis.

## **ANALYSIS**

## BLOCK A

### COMMUNICATIONS

#### Task 1 Communicates in writing.

*Context Statement:*

Communication is a major component of the duties and responsibilities of the Professional Building Official. It includes communication, both verbally and in writing, with a variety of clients and stakeholders. It requires an ability to communicate in appropriate technical language with other professionals, as well as an ability to interpret highly technical terms into lay language. It also requires an ability to prepare court documents in an acceptable legal format, and document every decision and agreement with a view to possible future litigation.

#### Sub-task

#### 1.01 Liaises with other regulatory bodies and agencies.

#### Supporting Knowledge & Abilities

- 1.01.01 knowledge of appropriate terminology
- 1.01.02 knowledge of methods of communication appropriate to other regulatory bodies and agencies, such as formal letters, e-mail, fax, and telephone
- 1.01.03 knowledge of roles and responsibility of other regulatory bodies
- 1.01.04 ability to use appropriate communication equipment
- 1.01.05 ability to articulate design concept
- 1.01.06 ability to prioritize requirements of other regulatory bodies and agencies
- 1.01.07 ability to express ideas in a concise and articulate manner

**1.02 Prepares reports.**

**Supporting Knowledge & Abilities**

- 1.02.01 knowledge of report formats
- 1.02.02 knowledge of appropriate terminology
- 1.02.03 ability to choose correct report format
- 1.02.04 ability to use appropriate terminology
- 1.02.05 ability to accurately and concisely express information in writing

**Sub-task**

**1.03 Prepares correspondence.**

**Supporting Knowledge & Abilities**

- 1.03.01 knowledge of acceptable format for general correspondence
- 1.03.02 knowledge of protocol for general correspondence
- 1.03.03 knowledge of office procedures
- 1.03.04 ability to determine format for general correspondence
- 1.03.05 ability to compose correspondence in accordance with accepted protocol

**Sub-task**

**1.04 Prepares Orders.**

**Supporting Knowledge & Abilities**

- 1.04.01 knowledge of Orders format
- 1.04.02 knowledge of appropriate language
- 1.04.03 knowledge of who is responsible for compliance with Order
- 1.04.04 ability to select appropriate format
- 1.04.05 ability to use appropriate language
- 1.04.06 ability to direct Order to appropriate recipient

1.04.07 ability to ensure compliance with the order

**Sub-task**

**1.05 Documents compliance alternatives.**

**Supporting Knowledge & Abilities**

1.05.01 knowledge of compliance alternatives format

1.05.02 knowledge of who is responsible for implementation of compliance alternatives

1.05.03 ability to evaluate appropriate compliance alternatives format

1.05.04 ability to use appropriate language

1.05.05 ability to ensure documents are delivered to appropriate recipient

**Sub-task**

**1.06 Provides input to legal Briefs.**

**Supporting Knowledge & Abilities**

1.06.01 knowledge of Court Brief format

1.06.02 knowledge of Court procedures

1.06.03 knowledge of legal terminology

1.06.04 ability to compose Court Briefs in appropriate format

1.06.05 ability to follow court procedures

1.06.06 ability to interpret legal terminology

## **Task 2            Communicates verbally.**

### *Context Statement:*

Professional Building Officials interact with a wide variety of clients such as stakeholders, builders, developers, design professionals and government officials. They have authority, jurisdiction and discretion over construction and proposed construction. It is important that they communicate their concerns to interested parties in a manner that is readily understood, in a non-threatening manner using tact and diplomacy.

### **Sub-task**

#### **2.01    Provides advice to potential applicants.**

#### **Supporting Knowledge & Abilities**

- 2.01.01    knowledge of applicant's level of comprehension
- 2.01.02    knowledge of construction terminology
- 2.01.03    knowledge of the meaning of legal terminology
- 2.01.04    ability to use language appropriate to applicant's level of comprehension
- 2.01.05    ability to converse in non-technical terms
- 2.01.06    ability to explain legal and technical implications and ramification in lay terms

### **Sub-task**

#### **2.02    Liaises with owners.**

#### **Supporting Knowledge & Abilities**

- 2.02.01    knowledge of owner's level of comprehension
- 2.02.02.    ability to use language consistent with owner's level of comprehension
- 2.02.03    ability to understand non-verbal communication such as body language
- 2.02.04    ability to converse in non-technical language
- 2.02.05    ability to explain legal and technical implications and ramifications in non-technical language



**Sub-task**

**2.03 Provides advice on application and code issues to design professionals.**

**Supporting Knowledge & Abilities**

- 2.03.01 knowledge of language appropriate to design professionals such as architects, professional engineers and planners
- 2.03.02 knowledge of design methodology of other professionals
- 2.03.03 ability to converse with other professionals in appropriate language
- 2.03.04 ability to explain the general and interaction process of other disciplines
- 2.03.05 ability to explain the ramifications of specific courses of action

**Sub-task**

**2.04 Provides advice to other stakeholders, Council, general public and vendors.**

**Supporting Knowledge & Abilities**

- 2.04.01 knowledge of language appropriate to listener
- 2.04.02 ability to converse in appropriate language
- 2.04.03 ability to explain the general and interaction process to a variety of listeners
- 2.04.04 ability to explain the ramifications of specific courses of action to a variety of stakeholders

**Sub-task**

**2.05 Provides expert testimony.**

**Supporting Knowledge & Abilities**

- 2.05.01 knowledge of legal system
- 2.05.02 knowledge of legal process
- 2.05.03 knowledge of legal terminology
- 2.05.04 knowledge of court protocol
- 2.05.05 ability to respect court protocol
- 2.05.06 ability to provide court evidence and/or technical support
- 2.05.07 ability to prepare for court appearances

**Sub-task**

**2.06 Makes presentations.**

**Supporting Knowledge & Abilities**

- 2.06.01 knowledge of audience
- 2.06.02 knowledge of public speaking techniques
- 2.06.03 knowledge of comprehension level of audience
- 2.06.04 knowledge of subject matter
- 2.06.05 ability to use language appropriate to audience
- 2.06.06 ability to use visual aids such as flip charts, overhead projectors and VCRs
- 2.06.07 ability to explain technical information in non-technical language

**Sub-task**

**2.07 Explains deficiencies.**

**Supporting Knowledge & Abilities**

- 2.07.01 knowledge of appropriate terms
- 2.07.02 ability to explain deficiencies in a tactful manner
- 2.07.03 ability to explain the problem in a concise, clear and logical manner
- 2.07.04 ability to explain the legal and technical benefits of compliance in appropriate language
- 2.07.05 ability to verbally confirm understanding

**Sub-task**

**2.08 Explains parameters of inspection process.**

**Supporting Knowledge & Abilities**

- 2.08.01 knowledge of scope of role and responsibilities
- 2.08.02 knowledge comprehension level
- 2.08.03 knowledge of appropriate language
- 2.08.04 knowledge of role and responsibility of the party with whom one is speaking
- 2.08.05 ability to explain role and responsibility in appropriate language
- 2.08.06 ability to recognize comprehension level
- 2.08.07 ability to verbally confirm understanding

**Task 3            Resolves conflicts.**

*Context Statement:*

Professional Building Officials are frequently facilitating to resolve conflicts between a variety of clients, such as design professionals, owners, developers and governing bodies. They must be able to understand the source of the conflict, mediate between parties in conflict and facilitate code compliance through mediation

**Sub-task**

**3.01    Gathers information.**

**Supporting Knowledge & Abilities**

- 3.01.01    knowledge of sources of information
- 3.01.02    knowledge of information required to resolve conflict
- 3.01.03    knowledge of personalities and agenda of parties involved
- 3.01.04    knowledge of legal ramifications of conflict
- 3.01.05    knowledge of limitations of role and responsibility of the building official
- 3.01.06    ability to determine relevance of information
- 3.01.07    ability to recognize different points of view

**Sub-task**

**3.02    Clarifies complaint.**

**Supporting Knowledge & Abilities**

- 3.02.01    knowledge of complaint resolution processes
- 3.02.02    ability to solicit applicable and relevant information
- 3.02.03    ability to formulate possible acceptable solutions

**Sub-task**

**3.03 Responds to complainant.**

**Supporting Knowledge & Abilities**

- 3.03.01 knowledge of appropriate format for response
- 3.03.02 knowledge of appropriate language
- 3.03.03 knowledge of scope of role and responsibility of parties involved
- 3.03.04 knowledge of meaning of technical terms of other disciplines
- 3.03.05 ability to formulate response in appropriate format
- 3.03.06 ability to respond in appropriate language
- 3.03.07 ability to explain the meaning of technical terms in non-technical language
- 3.03.08 ability to address issue in a diplomatic manner

**Sub-task**

**3.04 Identifies resolution processes.**

**Supporting Knowledge & Abilities**

- 3.04.01 knowledge of resolution processes
- 3.04.02 knowledge of role and responsibility
- 3.04.03 ability to implement resolution process
- 3.04.04 ability to use appropriate control techniques
- 3.04.05 ability to mediate between parties in conflict

**Sub-task**

**3.05 Confirms conflict has been resolved.**

**Supporting Knowledge & Abilities**

- 3.05.01 knowledge of available options
- 3.05.02 knowledge of appropriate language
- 3.05.03 knowledge of when follow-up is necessary
- 3.05.04 knowledge of appropriate method of communicating the resolution
- 3.05.05 ability to recognize when all available options have been explored
- 3.05.06 ability to bring closure to the conflict
- 3.05.07 ability to follow-up with parties involved

**Sub-task**

**3.06 Documents how resolution was achieved.**

**Supporting Knowledge & Abilities**

- 3.06.01 knowledge of appropriate format to document resolution
- 3.06.02 knowledge of whom to inform of decision
- 3.06.03 knowledge of methods of communicating decision
- 3.06.04 knowledge of appropriate format for archiving documentation
- 3.06.05 ability to document resolution in appropriate format
- 3.06.06 ability to communicate results in appropriate language
- 3.06.07 ability to decide method of disseminating decision
- 3.06.08 ability to decide appropriate method of archiving

## BLOCK B

### CONDUCTS DESIGN REVIEW

#### Task 4      **Reviews technical documents.**

*Context Statement:* Professional Building Officials review an array of technical documents for compliance with provincial acts, regulations and municipal bylaws. This may involve the issuance of permits, licences and special approvals.

#### Sub-task

#### 4.01      **Determines completeness of applications.**

#### Supporting Knowledge & Abilities

- 4.01.01      knowledge of what constitutes a complete application
- 4.01.02      knowledge of regulations applicable to specific application
- 4.01.03      knowledge of procedures involved to process application
- 4.01.04      ability to recognize inadequacies in submission
- 4.01.05      ability to identify regulations which apply to specific applications
- 4.01.06      ability to integrate information provided by others
- 4.01.07      ability to inform applicant of deficiencies

**Sub-task**

**4.02** Determines codes' requirements.

**Supporting Knowledge & Abilities**

- 4.02.01 knowledge of the scope of various codes and standards
- 4.02.02 knowledge of what part(s) of the codes apply to submission
- 4.02.03 ability to classify design submissions within related codes
- 4.02.04 ability to relate which sub-components of the part(s) within codes that relate to the design

**Sub-task**

**4.03** Reviews building system documents.

**Supporting Knowledge & Abilities**

- 4.03.01 knowledge of building systems
- 4.03.02 knowledge of the interrelationship of building systems, such as sprinklers, fire alarms and HVAC
- 4.03.03 knowledge of the functions of independent systems
- 4.03.04 knowledge of engineering principals and construction practices
- 4.03.05 knowledge of building science
- 4.03.06 ability to apply design principles
- 4.03.07 ability to relate code documents with specific reference to systems
- 4.03.08 ability to recognize the existence of required building systems
- 4.03.09 ability to identify the acceptability of required systems for code compliance



**Sub-task**

**4.04 Reviews system components.**

**Supporting Knowledge & Abilities**

- 4.04.01 knowledge of components used within various systems, such as sprinklers, ducting and finishes
- 4.04.02 knowledge of functions of components used with a system
- 4.04.03 knowledge of codes applicable to system components
- 4.04.04 ability to match system components with applicable codes
- 4.04.05 ability to recognize the existence of required components
- 4.04.06 ability to identify the acceptability of required components

**Sub-task**

**4.05 Reviews building materials.**

**Supporting Knowledge & Abilities**

- 4.05.01 knowledge of building materials, such as pipe material and combustible materials
- 4.05.02 knowledge of standards applicable to the manufacture of building materials
- 4.05.03 knowledge of the function of building materials
- 4.05.04 knowledge of the acceptability of building materials
- 4.05.05 knowledge of the acceptability of the function of building material
- 4.05.06 ability to identify building materials
- 4.05.07 ability to identify and interpret standards applicable to building materials
- 4.05.08 ability to identify material functions
- 4.05.09 ability to identify the acceptability of the material for its function

**Sub-task**

**4.06 Analyze results of technical documentation review.**

**Supporting Knowledge & Abilities**

- 4.06.01 knowledge of construction methodologies
- 4.06.02 knowledge of the impact of external dynamics on project approval such as scheduling, weather and limitations of building materials
- 4.06.03 knowledge of when other disciplines are required to be involved
- 4.06.04 ability to recognize the parameters of a specific discipline's involvement
- 4.06.05 ability to comprehend the most expedient means to accomplish the project
- 4.06.06 ability to provide advice and guidance on accomplishing the proposed objectives

**Sub-task**

**4.07 Determines compliance with Codes and Standards.**

**Supporting Knowledge & Abilities**

- 4.07.01 knowledge of what constitutes compliance with codes and standards, including equivalencies
- 4.07.02 knowledge of the significance of the requirements of other agencies
- 4.07.03 ability to interpret codes and standards applicable to project
- 4.07.04 ability to interpret the difference between critical and non-critical compliance
- 4.07.05 ability to document compliance

**Task 5            Obtains Clearance Certificates from other authorities.**

*Context Statement:*

Professional Building Officials must recognize the existence of other applicable legislation, regulations or bylaws, and the involvement of other professional and regulatory agencies, both internal and external, and their impact on a project, and ensure that their approvals are granted before issuing permits to proceed.

**Sub-task**

**5.01    Confirms internal clearances/approvals.**

**Supporting Knowledge & Abilities**

- 5.01.01    knowledge of internal policies and procedures
- 5.01.02    knowledge of approval mechanisms
- 5.01.03    knowledge of the approval authorities required for clearance such as Public Works, Planning, and Council
- 5.01.04    knowledge of the rationale behind other authorities' requirements
- 5.01.05    ability to facilitate clearances with other authorities
- 5.01.06    ability to track and document internal agency approvals

**Sub-task**

**5.02    Confirms external clearances/approvals.**

**Supporting Knowledge & Abilities**

- 5.02.01    knowledge of policies and procedures between various levels of governments
- 5.02.02    knowledge of approval mechanisms
- 5.02.03    knowledge of the authorities required for approval or clearance such as municipal, provincial or federal
- 5.02.04    knowledge of the rationale behind other departments' or agencies' requirements

- 5.02.05 ability to facilitate external clearances with other departments
- 5.02.06 ability to track and document external agency approvals

**Sub-task**

**5.03 Obtains letters of undertaking/commitment from design professionals.**

**Supporting Knowledge & Abilities**

- 5.03.01 knowledge of applicable codes and regulations
- 5.03.02 knowledge of policies, procedures and approval mechanisms
- 5.03.03 knowledge of required involvement of others such as architects, professional engineers, consultants, and owners
- 5.03.04 knowledge of the rationale behind other departments' requirements
- 5.03.05 ability to document understandings and agreements

**Task 6 Issues special approvals.**

*Context Statement:*

Professional Building Officials require a detailed knowledge of the intent and objectives of engineering principles and design concepts to compare a proposed alternative or equivalency method, material, or process when evaluating a proposal in compliance with codes and standards

**Sub-task**

**6.01 Reviews proposals for compliance alternatives.**

**Supporting Knowledge & Abilities**

- 6.01.01 knowledge of engineering principles
- 6.01.02 knowledge of when consideration is appropriate
- 6.01.03 knowledge of limitations with respect to discretion
- 6.01.04 knowledge of how liabilities are reflected in discretion
- 6.01.05 ability to request supporting documentation
- 6.01.06 ability to compare a request against normal requirements
- 6.01.07 ability to apply design principles

**Sub-task**

**6.02 Assesses acceptability of proposal.**

**Supporting Knowledge & Abilities**

- 6.02.01 knowledge of impacts of decision
- 6.02.02 knowledge of codes and standards
- 6.02.03 knowledge of building science
- 6.02.04 knowledge of precedents
- 6.02.05 knowledge of overall regulatory objectives
- 6.02.06 ability to negotiate a resolution
- 6.02.07 ability to apply code intent to the proposal
- 6.02.08 ability to reconcile an application with code intent
- 6.02.09 ability to seek additional/alternative advice

**Sub-task**

**6.03 Authorizes compliance alternatives.**

**Supporting Knowledge & Abilities**

- 6.03.01 knowledge of where decision-making authority lies
- 6.03.02 knowledge of the legal implications of a decision
- 6.03.03 knowledge of impacts of decision
- 6.03.04 ability to document alternative proposal process/decisions
- 6.03.05 ability to forward the appropriate documentation to appropriate source

**Task 7 Issues permits.**

*Context Statement:*

Professional Building Officials review documentation and when satisfied that the project meets the intent of the codes and legislation, authorizes the commencement of work on or changes to a project.

**Sub-task**

**7.01 Determines class of permit.**

**Supporting Knowledge & Abilities**

- 7.01.01 knowledge of the various types or classes of permits applicable to any given project
- 7.01.02 knowledge of the scope of authority unique to the Professional Building Official
- 7.01.03 knowledge of when a permit is needed
- 7.01.04 knowledge of building practices and disciplines
- 7.01.05 ability to differentiate between one type of permit and another
- 7.01.06 ability to apply laws and regulations
- 7.01.07 ability to classify or categorize construction types

**Sub-task**

**7.02 Determines scope of permit.**

**Supporting Knowledge & Abilities**

- 7.02.01 knowledge of construction processes
- 7.02.02 knowledge of the impact of a permit issuance such as economic, social, political, environmental
- 7.02.03 ability to determine applicable inspections for permit type
- 7.02.04 ability to determine limitations of a permit
- 7.02.05 ability to apply limitations to a permit
- 7.02.06 ability to recognize the impact of a permit

**Sub-task**

**7.03 Determines compliance with prerequisites.**

**Supporting Knowledge & Abilities**

- 7.03.01 knowledge of the prerequisites such as technical documents, jurisdictions of other authorities, code intent and objectives
- 7.03.02 knowledge of legal obligations associated with permit issuance
- 7.03.03 ability to identify the completeness of document submissions
- 7.03.04 ability to identify other jurisdictional authority
- 7.03.05 ability to apply codes, regulations and bylaws
- 7.03.06 ability to review the documentation to date
- 7.03.07 ability to ensure the adequacy prior to issuance
- 7.03.08 ability to assess critical and non-critical compliance items

**Sub-task**

**7.04 Ensures fees are remitted.**

**Supporting Knowledge & Abilities**

- 7.04.01 knowledge of applicable fees such as permit fees, development charges, special fees
- 7.04.02 knowledge of financial reporting processes
- 7.04.03 ability to calculate and apply fees
- 7.04.04 ability to apply appropriate fees and charges



## BLOCK C

### INVESTIGATIONS

#### Task 8      Requests tests.

*Context Statement:*

Professional Building Officials recognize and determine the need for further information that may include independent testing for the purpose of substantiating an investigation. The scope of investigations may include but is not limited to field reviews, accidents, failures, and collapses.

#### Sub-task

#### 8.01      Determines need for independent testing.

#### Supporting Knowledge & Abilities

- 8.01.01      knowledge of applicable standard
- 8.01.02      knowledge of codes and standards
- 8.01.03      knowledge of building science
- 8.01.04      knowledge of building materials and components
- 8.01.05      knowledge of building systems, and related discipline processes
- 8.01.06      knowledge of types of building tests such as concrete tests, soil tests, bearing capacity
- 8.01.07      ability to identify building materials and components which require testing
- 8.01.08      ability to identify conditions or situations warranting testing such as bad weather, poor soil conditions or suspect concrete
- 8.01.09      ability to communicate requirement and rationale for tests

**Sub-task**

**8.02 Requests independent testing.**

**Supporting Knowledge & Abilities**

- 8.02.01 knowledge of types of tests, such as concrete tests, soil tests and bearing capacity
- 8.02.02 knowledge of testing methodology
- 8.02.03 knowledge of accredited testing agencies
- 8.02.04 ability to communicate requirement for tests
- 8.02.05 ability to request/schedule tests

**Sub-task**

**8.03 Witnesses independent tests.**

**Supporting Knowledge & Abilities**

- 8.03.01 knowledge of the standard that applies to the test being conducted such as smoke test, pressure test or sprinkler test
- 8.03.02 ability to ensure tests are conducted according to testing standards

**Sub-task**

**8.04 Analyze independent test results.**

**Supporting Knowledge & Abilities**

- 8.04.01 knowledge of purpose of test such as concrete testing, soil tests and air flow tests
- 8.04.02 Knowledge of the requirements of codes and standards
- 8.04.03 knowledge of parameters of the test
- 8.04.04 ability to assess test results for compliance with Codes and Standards
- 8.04.05 ability to match the test results with Codes and Standards

**Sub-task**

**8.05 Determines compliance.**

**Supporting Knowledge & Abilities**

- 8.05.01 knowledge of the applicable testing standards
- 8.05.02 knowledge of the analytical process
- 8.05.03 ability to compare results with standards
- 8.05.04 ability to formulate a decision based on data
- 8.05.05 ability to communicate decision respecting compliance

**Task 9 Conducts on-site inspections.**

*Context Statement:*

Professional Building Officials physically review work undertaken at the site and determines compliance with the requirements of legislation.

**Sub-task**

**9.01 Determines need for on-site inspections.**

**Supporting Knowledge & Abilities**

- 9.01.01 knowledge of applicable regulations such as codes and bylaws
- 9.01.02 knowledge of safety requirements
- 9.01.03 knowledge of sequence/stages of construction
- 9.01.04 knowledge of local conditions
- 9.01.05 knowledge of contractor experience/ability
- 9.01.06 ability to determine when an inspection or re-inspection is required
- 9.01.07 ability to determine type of inspection required

**Sub-task**

**9.02 Determines inspection methodology.**

**Supporting Knowledge & Abilities**

- 9.02.01 knowledge of what is to be inspected
- 9.02.02 knowledge of inspection processes such as smoke test or pressure test
- 9.02.03 knowledge of codes and standards
- 9.02.04 knowledge of building science
- 9.02.05 knowledge of building systems such as mechanical, electrical and fire protection
- 9.02.06 knowledge of regulatory requirements
- 9.02.07 knowledge of checklists
- 9.02.08 ability to analyze the project as a whole
- 9.02.09 ability to proceed logically with required inspections in co-ordination with a predetermined construction process
- 9.02.10 ability to require additional information such as additional testing

**Sub-task**

**9.03 Coordinates on-site inspections.**

**Supporting Knowledge & Abilities**

- 9.03.01 knowledge of time management techniques
- 9.03.02 knowledge of local conditions such as weather, types of soil, location of site and site scheduling
- 9.03.03 knowledge of the contractor's experience and ability
- 9.03.04 knowledge of construction schedule
- 9.03.05 knowledge of sequence/stages of construction
- 9.03.06 ability to create/organize inspection schedule within scope of project

- 9.03.07 ability to communicate with persons responsible for site work
- 9.03.08 ability to co-ordinate inspection regime of various projects simultaneously

**Sub-task**

**9.04 Observes site conditions.**

**Supporting Knowledge & Abilities**

- 9.04.01 knowledge of weather conditions
- 9.04.02 knowledge of site safety requirements
- 9.04.03 knowledge of general work site area such as neighborhood conditions, community expectations, contractor expectation
- 9.04.04 knowledge of historical/typical contractor concerns
- 9.04.05 ability to observe and note general site conditions
- 9.04.06 ability to identify self as an official and communicate with person responsible for site
- 9.04.07 ability to conduct inspection for compliance with regulations
- 9.04.08 ability to observe and note factual data
- 9.04.09 ability to initiate corrective action such as corrective action report or order additional work

**Sub-task**

**9.05 Observes building systems.**

**Supporting Knowledge & Abilities**

- 9.05.01 knowledge of building system requirements such as plumbing, mechanical, fire suppression
- 9.05.02 knowledge of codes and standards
- 9.05.03 knowledge of building science
- 9.05.04 knowledge of systems' interrelationship

- 9.05.05 knowledge of various building construction types such as wood frame, steel, concrete
- 9.05.06 ability to identify system components
- 9.05.07 ability to detect deficiencies in systems and components
- 9.05.08 ability to record findings
- 9.05.09 ability to initiate corrective action

**Sub-task**

**9.06 Observes system components.**

**Supporting Knowledge & Abilities**

- 9.06.01 knowledge of materials and components such as, fire stops, self closers, mechanical fasteners
- 9.06.02 knowledge of installation methods of system components such as magnetic locks, fireplaces
- 9.06.03 knowledge of manufacturers' recommendations, such as, fastening, accessibility, clearances
- 9.06.04 ability to observe and relate installation to the manufacturer's recommendation or standards
- 9.06.05 ability to interpret and communicate findings to person responsible for work
- 9.06.06 ability to determine compliance in accordance with observations

**Sub-task**

**9.07 Observes building materials.**

**Supporting Knowledge & Abilities**

- 9.07.01 knowledge of standards pertaining to building materials
- 9.07.02 knowledge of building materials
- 9.07.03 knowledge of use of building materials
- 9.07.04 knowledge of purpose of building materials

- 9.07.05 knowledge of how materials are installed
- 9.07.06 ability to identify installation methods used such as brick ties, fastening, bonding
- 9.07.07 ability to apply observations to the regulations
- 9.07.08 ability to communicate findings

**Sub-task**

**9.08 Analyze results of on-site inspections.**

**Supporting Knowledge & Abilities**

- 9.08.01 knowledge of regulation and code intents
- 9.08.02 knowledge of acceptable on-site inspection techniques
- 9.08.03 knowledge of current standards and technical advancements
- 9.08.04 ability to observe objectively the facts at hand
- 9.08.05 ability to analyze site data in relation to regulation requirements
- 9.08.06 ability to document findings and outcome
- 9.08.07 ability to communicate process and results
- 9.08.08 ability to follow up as required

**Sub-task**

**9.09 Determines on-site compliance.**

**Supporting Knowledge & Abilities**

- 9.09.01 knowledge of codes and standards applicable to the “as found” conditions
- 9.09.02 knowledge of compliance alternatives related to case specifics
- 9.09.03 knowledge of proposed construction results

- 9.09.04 knowledge of specific site's administrative structure such as owner, architect, engineer and contractor
- 9.09.05 knowledge of enforcement procedures available in the event of non-compliance
- 9.09.06 ability to determine compliance with applicable regulations
- 9.09.07 ability to interpret and evaluate on-site conditions
- 9.09.08 ability to document results of inspection process
- 9.09.09 ability to communicate compliance findings to person responsible
- 9.09.10 ability to implement appropriate procedures

**Sub-task**

**9.10 Documents inspection results.**

**Supporting Knowledge & Abilities**

- 9.10.01 knowledge of code and regulation requirements
- 9.10.03 knowledge of administration such as filing, internal procedures
- 9.10.04 ability to articulate inspection observations
- 9.10.05 ability to correlate inspection observations with regulation requirements
- 9.10.06 ability to determine which document format should be used such as notice of violation
- 9.10.07 ability to present final document to person responsible for work



**Task 10 Conducts research.**

*Context Statement:*

The Professional Building Official conducts research to obtain information for the purpose of verifying proposed construction pursuant to relevant Code, Regulations and laws which support the construction nature or detail of a specific site.

**Sub-task**

**10.01 Determines need for further information.**

**Supporting Knowledge & Abilities**

- 10.01.01 knowledge of Codes and Standards
- 10.01.02 knowledge of limitation of Codes and Standards
- 10.01.03 knowledge of limitation of existing knowledge
- 10.01.04 knowledge of existence of other acceptable standards.
- 10.01.05 ability to recognize on-site situation(s) extraordinary to specific codes or specification standards
- 10.01.06 ability to review/assess existing conditions which differ from reviewed plans
- 10.01.07 ability to recognize the need for further information
- 10.01.08 ability to consider options in relation to observation(s)

**Sub-task**

**10.02 Determines research methodology.**

**Supporting Knowledge & Abilities**

- 10.02.01 knowledge of different research methodologies such as self research, third-party research
- 10.02.02 knowledge of source of information
- 10.02.03 knowledge of research methods
- 10.02.04 knowledge of how standards are developed
- 10.02.05 ability to obtain research materials
- 10.02.06 ability to direct others to research source
- 10.02.07 ability to determine applicability

**Sub-task**

**10.03 Obtains and processes information.**

**Supporting Knowledge & Abilities**

- 10.03.01 knowledge of applicability of information
- 10.03.02 knowledge of scope of information provided such as applicability to specific site and time dated
- 10.03.03 knowledge of codes and standards
- 10.03.04 ability to analyse or compare data with applicable Code and site conditions
- 10.03.05 ability to document process followed
- 10.03.06 ability to render decision
- 10.03.07 ability to document and communicate decision to person responsible

**Sub-task**

**10.04 Applies research results.**

**Supporting Knowledge & Abilities**

- 10.04.01 knowledge of codes, bylaws and regulations
- 10.04.02 knowledge of research methodology
- 10.04.03 knowledge of research processes
- 10.04.04 ability to determine applicability of research
- 10.04.05 ability to document research process, findings and applicability
- 10.04.06 ability to communicate decision to person responsible and others who may need to be advised such as utilities, provincial administration

## BLOCK D

### LEGISLATION

#### Task 11 Administers federal law.

*Context Statement:*

Construction on federal property construction is a federal responsibility, normally in conjunction with provincial processes. The Professional Building Official may have limited authority in these circumstances.

#### Sub-task

##### 11.01 Determines applicable federal laws.

##### Supporting Knowledge & Abilities

- 11.01.01 knowledge of applicable federal departments
- 11.01.02 knowledge of federal processes
- 11.01.03 knowledge of applicable federal laws
- 11.01.04 knowledge of resources available through agencies such as Provincial Building Officials' Associations, National Research Council and Canadian Standards Association
- 11.01.05 ability to interact with federal departments
- 11.01.06 ability to interpret federal laws
- 11.01.07 ability to integrate federal, provincial and municipal jurisdictions

**Sub-task**

**11.02 Applies applicable federal laws.**

**Supporting Knowledge & Abilities**

- 11.02.01 knowledge of applicable federal laws
- 11.02.02 knowledge of departmental policies and procedures
- 11.02.03 knowledge of power, authorities and responsibilities contained in applicable federal laws
- 11.02.04 ability to communicate orally and in writing applicable federal laws
- 11.02.05 ability to apply federal laws with tact and diplomacy
- 11.02.06 ability to prioritize workloads

**Sub-task**

**11.03 Provides input to federal standards.**

**Supporting Knowledge & Abilities**

- 11.03.01 knowledge of federal law amendment process
- 11.03.02 knowledge of existing federal standards
- 11.03.03 ability to research ramifications of federal law change
- 11.03.04 ability to draft proposals for federal law change
- 11.03.05 ability to liaise with other stakeholders affected by federal law change

## **Task 12 Administers provincial law.**

### *Context Statement:*

The regulation of construction in Canada (except as noted in task 11) is a provincial and territorial responsibility. The province passes enabling legislation allowing municipalities and other levels of government to become responsible for enforcing building, property and life safety regulations and codes. The authority and responsibilities of the Professional Building Official are derived from the provincial legislation. Professional Building Officials are responsible for the enforcement of provincial laws and related regulations and codes.

### **Sub-task**

#### **12.01 Determines applicable provincial regulations.**

#### **Supporting Knowledge & Abilities**

- 12.01.01 knowledge of provincial departments
- 12.01.02 knowledge of applicable provincial laws
- 12.01.03 knowledge of resources available through provincial building officials associations
- 12.01.04 ability to interact with provincial departments
- 12.01.05 ability to interpret provincial laws

### **Sub-task**

#### **12.02 Applies applicable provincial regulations.**

#### **Supporting Knowledge & Abilities**

- 12.02.01 knowledge of applicable provincial regulations
- 12.02.02 knowledge of departmental policies and procedures
- 12.02.03 knowledge of power, authorities and responsibilities contained in applicable provincial regulations
- 12.02.04 ability to communicate applicable provincial regulations
- 12.02.05 ability to apply applicable provincial laws with tact and diplomacy
- 12.02.06 ability to prioritize workloads

- 12.02.07 ability to interpret provincial acts, regulations and codes
- 12.02.08 ability to conduct an investigation, process evidence, case preparation, write writs or tickets (where applicable) and serve legal documents.

**Sub-task**

**12.03 Provides input to provincial standards.**

**Supporting Knowledge & Abilities**

- 12.03.01 knowledge of provincial amendment process
- 12.03.02 knowledge of existing provincial standards
- 12.03.03 ability to research ramifications of provincial law change
- 12.03.04 ability to draft proposals for provincial law change
- 12.03.05 ability to liaise with other stakeholders affected by provincial law change

**Task 13 Administers municipal law.**

*Context Statement:*

Professional Building Officials normally work within municipal bylaws and policies to obtain code compliance with respect to minimum acceptable standards related to property, fire, health and life safety. They provide input to municipal legislators regarding bylaw and policy content and revision.

**Sub-task**

**13.01 Determines applicable bylaws.**

**Supporting Knowledge & Abilities**

- 13.01.01 knowledge of municipal scope of authority
- 13.01.02 knowledge of municipal departments

- 13.01.03 knowledge of municipal by laws and policies
- 13.01.03 knowledge of political structure
- 13.01.04 knowledge of community goals and standards
- 13.01.05 ability to interact with local councils and all levels of staff
- 13.01.06 ability to administer bylaws

**Sub-task**

**13.02 Applies bylaws.**

**Supporting Knowledge & Abilities**

- 13.02.01 knowledge of bylaws such as building, zoning, property maintenance
- 13.02.02 knowledge of departmental policies and procedures
- 13.02.03 knowledge of power, authorities and responsibilities contained in the bylaws
- 13.02.04 ability to communicate orally and in writing the bylaw requirements
- 13.02.05 ability to prioritize workloads
- 13.02.06 ability to apply bylaws with tact and diplomacy
- 13.02.07 ability to apply bylaws and policies

**Sub-task**

**13.03 Provides input to municipal bylaws.**

**Supporting Knowledge & Abilities**

- 13.03.01 knowledge of community goals and values
- 13.03.02 knowledge of bylaw amendment process
- 13.03.03 ability to research ramifications of bylaw change
- 13.03.04 ability to draft proposals for bylaw revision



13.03.05 ability to liaise with other stakeholders affected by bylaw revision

**Task 14 Recognizes legal responsibility.**

*Context Statement:*

Professional Building Officials require a basic understanding of law and their legal responsibility. They must have a basic appreciation of their role and responsibilities in the workplace.

**Sub-task**

**14.01 Recognizes duty of care situations.**

**Supporting Knowledge & Abilities**

- 14.01.01 knowledge of principles of duty of care
- 14.01.02 knowledge of legal implications of adhering to duty of care
- 14.01.03 ability to differentiate between duty of care and standard of care (practice)
- 14.01.04 ability to adhere to duty of care
- 14.01.05 ability to apply standard of care
- 14.01.06 ability to document duty of care situations

**Sub-task**

**14.02 Recognizes roles and responsibilities.**

**Supporting Knowledge & Abilities**

- 14.02.01 knowledge of basic principles of roles and responsibilities under the law
- 14.02.02 knowledge of legal implications of actions
- 14.02.03 knowledge of individual rights and responsibilities
- 14.02.04 knowledge of applicable legislation
- 14.02.05 ability to act within legal guidelines
- 14.02.06 ability to establish lawful authority

## BLOCK E

### ADMINISTRATION

#### Task 15 Maintains documentation.

*Context Statement:*

Professional Building Officials are aware of the importance of professional conduct and keeping accurate, complete and current records. These records are important for future development, legal accountability, research and responding to inquiries.

#### Sub-task

##### 15.01 Determines need for document storage and retrieval.

##### Supporting Knowledge & Abilities

- 15.01.01 knowledge of legal requirements for document storage
- 15.01.02 knowledge of operational policies and procedures requiring document storage
- 15.01.03 knowledge of emerging storage technologies, such as electronic data bases, local and wide area networks
- 15.01.04 knowledge of data security and confidentiality requirements
- 15.01.05 knowledge of the future uses of stored records
- 15.01.06 ability to acquire/retrieve records and documents

#### Sub-task

##### 15.02 Develops document storage and retrieval system.

##### Supporting Knowledge & Abilities

- 15.02.01 knowledge of expected users of the system
- 15.02.02 knowledge of available storage systems
- 15.02.03 knowledge of volume of documents to be stored and retrieved

- 15.02.04 knowledge of budget limitations
- 15.02.05 knowledge of document formats
- 15.02.06 knowledge of emerging technology
- 15.02.07 ability to analyze cost effectiveness
- 15.02.08 ability to rationalize and determine possible uses of information
- 15.02.09 ability to use electronic storage systems

**Sub-task**

**15.03 Maintains document storage system.**

**Supporting Knowledge & Abilities**

- 15.03.01 knowledge of storage and retrieval system
- 15.03.02 knowledge of policies and procedures for use of the storage system
- 15.03.03 ability to monitor system performance
- 15.03.04 ability to identify need for change
- 15.03.05 ability to optimize storage system to meet needs of users

**Task 16 Maintains resource library.**

*Context Statement:*

Professional Building Officials maintain a current resource/reference library to provide research information in relation to codes, bylaws, standards, testing information, product information etc. These data can be an invaluable source of information to potential developers, background information for investigations and research and provide background for legal actions

**Sub-task**

**16.01 Determines need for resource storage and retrieval system.**

**Supporting Knowledge & Abilities**

- 16.01.01 knowledge of regulated information systems such as the Freedom of Information regulations and copyright laws
- 16.01.02 knowledge of departmental policies and procedures requiring resource storage
- 16.01.03 knowledge of resource materials available
- 16.01.04 ability to understand potential uses of resource material

**Sub-task**

**16.02 Designs resource storage and retrieval system.**

**Supporting Knowledge & Abilities**

- 16.02.01 knowledge of available storage and retrieval systems
- 16.02.02 knowledge of budget restrictions
- 16.02.03 knowledge of formats of materials to be stored
- 16.02.04 knowledge of retrieval volumes
- 16.02.05 knowledge of sources for available resources
- 16.02.06 ability to analyze cost effectiveness
- 16.02.07 ability to use electronic systems
- 16.02.08 ability to keep records current

**Sub-task**

**16.03** Makes resource material available to others.

**Supporting Knowledge & Abilities**

- 16.03.01 knowledge of copyright limitations
- 16.03.02 knowledge of department policy regarding providing materials
- 16.03.03 knowledge of contents of the library
- 16.03.04 knowledge of third party resource centres
- 16.03.05 ability to retrieve information from the library
- 16.03.06 ability to interpret applicable resources
- 16.03.07 ability to direct inquiries to appropriate resources

**Task 17** Administers office.

*Context Statement:*

Professional Building Officials need to exercise administrative skills in order to manage available resources throughout the various construction cycles. They also provide input to municipal and departmental policies and procedures

**Sub-task**

**17.01** Manages time.

**Supporting Knowledge & Abilities**

- 17.01.01 knowledge of municipal and departmental policies and procedures
- 17.01.02 knowledge of workloads which includes total units of work and time required to complete each
- 17.01.03 knowledge of construction schedules and cycles
- 17.01.04 ability to schedule time
- 17.01.05 ability to exercise judgment
- 17.01.06 ability to communicate and negotiate tactfully with owners, contractors, designers and others

**Sub-task**

**17.02 Determines priorities.**

**Supporting Knowledge & Abilities**

- 17.02.01 knowledge of municipal and department policies and procedures
- 17.02.02 knowledge of risk management techniques
- 17.02.03 knowledge of construction sequences
- 17.02.04 knowledge of political climate
- 17.02.05 ability to exercise judgment
- 17.02.06 ability to communicate and negotiate tactfully with owners, contractors, designers and others

**Sub-task**

**17.03 Provides input to procedures.**

**Supporting Knowledge & Abilities**

- 17.03.01 knowledge of existing policies and procedures
- 17.03.02 knowledge of industry practices
- 17.03.03 knowledge of emerging technology
- 17.03.04 knowledge of development trends
- 17.03.05 ability to recognize need for change
- 17.03.06 ability to determine ramifications of proposed change
- 17.03.07 ability to conduct research
- 17.03.08 ability to draft proposals
- 17.03.09 ability to communicate orally and in writing

**Sub-task**

**17.04 Provides input to policies.**

**Supporting Knowledge & Abilities**

- 17.04.01 knowledge of existing policies
- 17.04.02 knowledge of industry practices
- 17.04.03 knowledge of emerging technology
- 17.04.04 knowledge of community goals and values
- 17.04.05 ability to recognize need for change
- 17.04.06 ability to determine ramifications of proposed change
- 17.04.07 ability to conduct research
- 17.04.08 ability to draft proposals
- 17.04.09 ability to communicate orally and in writing

## **APPENDICES**



**APPENDIX A**  
**CANADIAN HOME INSPECTORS & BUILDING OFFICIALS:**  
**STEERING COMMITTEE FOR NATIONAL OCCUPATIONAL STANDARDS**

| SECTOR             | NAME/ADDRESS                                                                                                             | EMAIL                                                                                | TELEPHONE/<br>FAX               |
|--------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------|
| PBO                | Rick Bortolussi,<br>Building Officials' Association of BC<br>Suite 20<br>10551 Shellbridge Way<br>Richmond, B.C. V6X 2W9 | <a href="mailto:rbortolussi@city.richmond.bc.ca">rbortolussi@city.richmond.bc.ca</a> | (604) 270-9516<br>Fax: 660-2271 |
| PPBO               | Alex Campbell<br>Office of the Fire Commissioner<br>1601 Van Horne Ave East<br>Brandon, MB R7A 7K2                       | <a href="mailto:acampbell@labour.gov.mb.ca">acampbell@labour.gov.mb.ca</a>           | (204)726-6367<br>Fax: 726-6847  |
| PHI                | Rick Clark<br>Clark Inspection Agency Inc.<br>124 Mapleburn Drive SE<br>Calgary, AB T2J 1Y6                              | <a href="mailto:clarkrt@home.com">clarkrt@home.com</a>                               | (403) 271-1200<br>Fax: 278-6504 |
| PHI                | Bill Clayton<br>Thorough Fair Building Consultants Ltd<br>14007 23A Avenue<br>Surrey, BC V4A 9Y3                         | <a href="mailto:bcayton@pro.net">bcayton@pro.net</a>                                 | (604) 536-8836<br>Fax: 531-3790 |
| PHI                | Brian Crewe<br>Les Entreprises<br>2741, boul. Perrot<br>Notre-Dame de L'île Perrot, QC J7V 8P4                           | <a href="mailto:bransen@johnabbott.qc.ca">bransen@johnabbott.qc.ca</a>               | (514) 453-3429<br>Fax: 453-1389 |
| PBO                | John DeVries<br>Town of Richmond Hill<br>P.O. Box 300<br>225 East Beaver Creek Rd.<br>Richmond Hill BC L4C 4Y5           | <a href="mailto:jdv@town.richmond-hill.on.ca">jdv@town.richmond-hill.on.ca</a>       | (905) 771-2548<br>Fax: 771-5445 |
| HRDC               | John Keating,<br>HRDC<br>140 Promenade du Portage<br>Phase IV, 5 <sup>th</sup> Floor<br>Ottawa-Hull K1A 0J9              | <a href="mailto:john.keating@hrdc-drhc.gc.ca">john.keating@hrdc-drhc.gc.ca</a>       | (819) 953-7476<br>Fax: 994-0202 |
| Project<br>Manager | John Kiedrowski<br>74 Iona St.<br>Ottawa, ON K1Y 3L8                                                                     | <a href="mailto:john.kiedrowski@sympatico.ca">john.kiedrowski@sympatico.ca</a>       | (613) 724-3857<br>Fax: 724-3891 |
| PHI                | Claude Lawrenson<br>Ontario Home Inspections Inc.<br>396 Old Tecumseh Rd                                                 | <a href="mailto:clawrenson@ohi.on.ca">clawrenson@ohi.on.ca</a>                       | (519) 979-8110<br>Fax: 979-7097 |

| <b>SECTOR</b> | <b>NAME/ADDRESS</b>                                                                                                      | <b>EMAIL</b>                                                                       | <b>TELEPHONE/<br/>FAX</b>             |
|---------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------|
|               | Windsor-Tecumseh, ON N8N 3S8                                                                                             |                                                                                    |                                       |
| PBO           | Jack Leedham,<br>Nova Scotia Building Officials Association<br>P.O. Box 50017<br>Dartmouth, NS B2Y 4S2                   | <a href="mailto:nsboa@ns.sympatico.ca">nsboa@ns.sympatico.ca</a>                   | (902) 464-1522<br>Fax: 464-7838       |
| Chair         | Michael Ludolph,<br>George Brown College<br>P.O. Box 1015, Station B<br>Toronto, ON M5T 2T9                              | <a href="mailto:mludolph@gbrownc.on.ca">mludolph@gbrownc.on.ca</a>                 | (416) 415-4388<br>Fax: 415-4515       |
| PBO           | Paul Mousseau<br>#705-10808-99 Avenue<br>Edmonton, AB T5K 0G3                                                            | <a href="mailto:Paul.Mousseau@gov.ab.ca">Paul.Mousseau@gov.ab.ca</a>               | (780) 415-0507<br>Fax: 422-7205       |
| PHI           | Ron Nokes<br>Supreme Home Inspections Inc.<br>362 Erin Trail<br>Newmarket, ON L3Y 6K1                                    | <a href="mailto:rnokes@home.com">rnokes@home.com</a>                               | (905) 853-1767<br>Fax: 868-9640       |
| HI            | Ron Payne<br>Sentinel Inspections<br>2298 Chapman Way<br>North Vancouver, BC V7H 1W1                                     | <a href="mailto:ronpayne@telus.net">ronpayne@telus.net</a>                         | (604) 929-4444<br>Fax: 924-4836       |
| PHI           | Len Semko<br>Saskatchewan Building<br>Officials' Association Inc<br>431 Frobisher Place<br>Saskatoon, SK S7K 4Y9         | <a href="mailto:lsemko@home.com">lsemko@home.com</a>                               | (306)975-3235<br>Fax: 975-7712        |
| CMHC          | Darrel Smith<br>CMHC National Office<br>700 Montreal Rd.<br>Ottawa, ON K1A 0P7                                           | <a href="mailto:dsmith@cmhc-schl.gc.ca">dsmith@cmhc-schl.gc.ca</a>                 | (613) 748-2348<br>Fax: 748-2402       |
| PHI           | Trevor Welby-Solomon<br>Pillar to Post Home Inspections Inc<br>5805 Whittle Road<br>Suite 211<br>Mississauga, ON L4Z 2J1 | <a href="mailto:techsupport@pillartopost.com">techsupport@pillartopost.com</a>     | (416) 543-8608<br>Fax: (905) 568-8137 |
| PBO           | Bob Wilson<br>City of Fredericton<br>397 Queen St<br>P.O. Box 130<br>Fredericton, NB E3B 4Y7                             | <a href="mailto:wilsonb@city.fredericton.nb.ca">wilsonb@city.fredericton.nb.ca</a> | (508)460-2083<br>Fax: 460-2126        |

**GLOSSARY**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alternative                | Proposed deviation from accepted practices or codes                                                                                                                                                                                                                                                                                                                                                                                                 |
| Applicant                  | The owner or authorized agent of the owner                                                                                                                                                                                                                                                                                                                                                                                                          |
| Building science           | The theory of building principles, practices, and procedures                                                                                                                                                                                                                                                                                                                                                                                        |
| Building systems           | The combination building components and/or building material which fulfils a prescribed function                                                                                                                                                                                                                                                                                                                                                    |
| Building system components | The individual parts or materials of a building which, when combined, constitute a building system                                                                                                                                                                                                                                                                                                                                                  |
| Clearances                 | <ol style="list-style-type: none"> <li>1. Special authorization or permission to proceed with a construction process, project or procedure</li> <li>2. Prescribed space between two adjacent components, such as fireplaces and wood frame walls</li> </ol>                                                                                                                                                                                         |
| Codes                      | Any federal, provincial or municipal statute or standards intended to govern construction activity                                                                                                                                                                                                                                                                                                                                                  |
| Compliance                 | Conforming to the requirements of applicable Codes                                                                                                                                                                                                                                                                                                                                                                                                  |
| Duty of Care               | A concept used in tort law to indicate that standard of legal duty one owes to others. Negligence is the failure to use due care, which is the amount of care that would betaken by a reasonable person in the circumstances. The duty of care is confined to reasonable foreseeable dangers, the broad general test being whether a reasonable person should have anticipated that what happened might be a natural result of the act or omission. |
| Equivalency                | An action, process or procedure that, while not complying to the letter of the Code, is considered by the Professional Building Official as providing the level of performance required by the Building Code                                                                                                                                                                                                                                        |
| Finding                    | The result of an investigation, inquiry or examination.                                                                                                                                                                                                                                                                                                                                                                                             |
| HVAC                       | Heating, Ventilation and Air Conditioning                                                                                                                                                                                                                                                                                                                                                                                                           |
| Inspect                    | To physically observe a specific building process, procedure or product to ensure compliance with applicable Codes and Standards                                                                                                                                                                                                                                                                                                                    |

|                         |                                                                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigation           | To analyse conditions related to construction activities with a view to ascertaining the compliance of such activities with applicable Codes                                 |
| Jurisdiction            | The authority invested in the Building Official to interpret and apply laws and Codes applicable to construction activities                                                  |
| Legislation             | Any acts, laws, regulations or procedures enacted or endorsed by federal, provincial, or municipal governments related to construction activities                            |
| Limitations             | The scope of practice of Professional Building Officials                                                                                                                     |
| Observe                 | To review and analyze conditions related to building activities                                                                                                              |
| Permits                 | Any of a series of legal document issued by a Professional Building Official to authorize construction pursuant to applicable legislation                                    |
| Requests                | Any documentation provided by contractors, owners or agents requiring special clearances or exemptions to accepted practices                                                 |
| Research                | The systematic investigation into and study of building practices and materials to establish the appropriateness of proposed deviations to accepted practices and procedures |
| Special approvals       | See equivalency                                                                                                                                                              |
| Standard of Care        | The practice established by the authority having jurisdiction or municipal council to address or establish their jurisdiction's duty of care.                                |
| Technical documentation | Plans and specifications, etc. related to a proposed construction activity                                                                                                   |

**APPENDIX C**  
**TASK PROFILE CHART**