

BLOCKS	A COMMUNICATIONS			B CONDUCTS DESIGN REVIEW				C INVESTIGATIONS		
	1 Communicates in writing.	2 Communicates verbally.	3 Resolves conflicts.	4 Reviews technical documents.	5 Obtains clearance certificates from other authorities.	6 Issues speciality approvals.	7 Issues permits.	8 Requests tests.	9 Conducts on-site inspections.	10 Conducts research.
SUB-TASKS	1.01 Liaises with other regulatory bodies and agencies.	2.01 Provides advice to potential applicants.	3.01 Gathers information.	4.01 Determines completeness of applications.	5.01 Confirms internal clearances/approvals	6.01 Reviews proposals for compliance alternatives.	7.01 Determines class of permit.	8.01 Determines need for independent testing.	9.01 Determines need for on-site inspections.	10.01 Determines need for further information.
	1.02 Prepares reports.	2.02 Liaises with owners.	3.02 Clarifies complaint.	4.02 Determines Codes' requirements.	5.02 Confirms external clearances/approvals	6.02 Assesses acceptability of proposal.	7.02 Determines scope of permit.	8.02 Requests independent testing.	9.02 Determines inspection methodology.	10.02 Determines research methodology.
	1.03 Prepares correspondence.	2.03 Provides advice on application and code issues to other professionals.	3.03 Responds to complainant.	4.03 Reviews building system documents.	5.03 Obtains letters of undertaking/commitment from design professionals.	6.03 Authorizes compliance alternatives.	7.03 Determines compliance with prerequisites.	8.03 Witnesses independent tests.	9.03 Coordinates on-site inspections.	10.03 Obtains and processes information.
	1.04 Prepares Orders.	2.04 Provides advice to other stakeholders, Council, general public and vendors	3.04 Identifies resolution processes.	4.04 Reviews system components.			7.04 Ensures fees are remitted.	8.04 Analyses independent test results.	9.04 Observes site conditions.	10.04 Applies research results
	1.05 Documents compliance alternatives.	2.05 Provides expert testimony.	3.05 Confirms conflict has been resolved.	4.05 Reviews building materials.				8.05 Determines compliance.	9.05 Observes building systems.	
	1.06 Provides input to legal Briefs.	2.06 Makes presentations.	3.06 Documents how resolution was achieved.	4.06 Analyses results of technical documentation review.					9.06 Observes system components.	
		2.07 Explains deficiencies.		4.07 Determines compliance with Codes and Standards.					9.07 Observes building materials.	
		2.08 Explains parameters of inspection process.							9.08 Analyses results of on-site inspections.	
									9.09 Determines on-site compliance.	
									9.10 Documents inspection results.	

BLOCKS

D LEGISLATION

E ADMINISTRATION

TASKS

11 Administers federal law.	12 Administers provincial law.	13 Administers municipal law.	14 Recognizes legal responsibility
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15 Maintains documentation.	16 Maintains resource library.	17 Administers office.
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SUB-TASKS

11.01 Determines applicable federal laws.	12.01 Determines applicable provincial regulations.	13.01 Determines applicable bylaws.	14.01 Recognizes duty of care situation
11.02 Applies applicable federal laws.	12.02 Applies applicable provincial regulations.	13.02 Applies bylaws.	14.02 Recognizes role and responsibilities
11.03 Provides input to federal standards.	12.03 Provides input to provincial standards.	13.03 Provides input to municipal bylaws.	

15.01 Determines need for document storage and retrieval.	16.01 Determines need for resource storage and retrieval system.	17.01 Manages time.
15.02 Develops document storage and retrieval system.	16.02 Designs resource storage and retrieval system.	17.02 Determines priorities.
15.03 Maintains document storage system.	16.03 Makes resource material available to others.	17.03 Provides input to procedures.
		17.04 Provides input to policies.