

# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management

APPRENTICESHIP EDITION

08.11.2023

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## **View & Apply for UVA FM Jobs**

**Current UVA Employees** Search for and apply to jobs using your existing [Workday account](#):

See UVA HR's [How to Apply: for Internal Candidates](#): <https://at.virginia.edu/jgLuzS>

**External Applicants** (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>

*Not all listings are available to external applicants.*

Questions on job listings should be directed to [AskHR@virginia.edu](mailto:AskHR@virginia.edu)

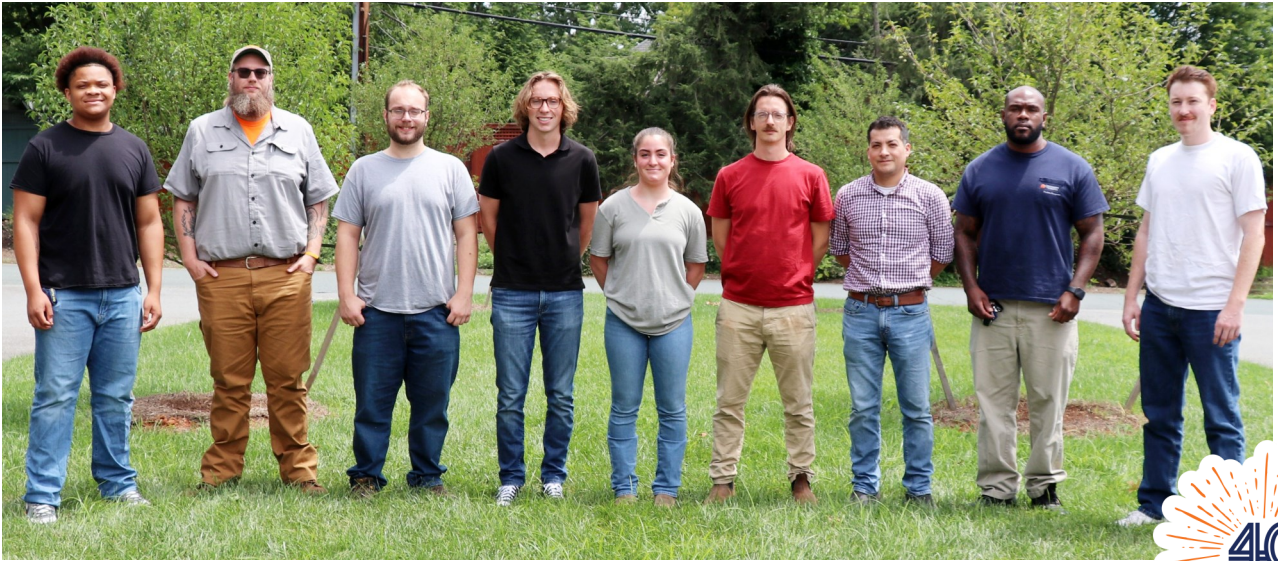
**[See FM jobs >>](#)**

***Let Us Know:*** You can always email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have suggestions or story ideas. Now there's a new way to get in touch — **[Let us know](#)** by answering a few quick questions.



# APPRENTICESHIP

## Welcome, New Apprentices!



From left to right: Kham Hill, James Dodds, Max Held, Zach Knutson, Nathalie Morra, Greg Self, Ander Aguirre, Rob Edwards, Sam Funk



## Onboarding

Facilities Management apprentices go through two weeks of intensive onboarding so that they are prepared to begin work once they join their first rotations. In addition to team building and program expectations, apprentices received training in worksite safety and will complete their onboarding with an OSHA 10 Construction card. OSHA 10 training provides general awareness for entry-level construction workers and covers recognizing and preventing hazards on a construction site. These apprentices will be part of the Hybrid Program.





## OCCUPATIONAL TRAINING

### **NEW EMPLOYEE ONBOARDING** | UVA Facilities Management Occupational Training

Check out FM's [enhanced onboarding process](#) for new employees.

Feedback welcomed! If you have questions or a new employee starting, please email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).

*\* If needed, accommodations may be available, contact [fm-training@virginia.edu](mailto:fm-training@virginia.edu) for information.*



Joining FM as of July 31 (listed from left to right):

#### Back Row

- **Jacob Hamm**, General Services Technician, Custodial Services
- **Sergio Mendoza**, Trades Assistant, E&U
- **James Dodds**, Apprentice
- **Shawn Seay**, Geospatial Space Technician, GES
- **Max Held**, Apprentice
- **Zach Knutson**, Apprentice
- **Greg Self**, Apprentice
- **Kham Hill**, Apprentice
- **Sam Funk**, Apprentice
- **Rob Edwards**, Apprentice

#### Front Row

- **Brandon Collier**, Landscape & Grounds
- **Caitlin Walls**, Document & Permit Technician, UOBO
- **Darrius Tyler**, Landscaper
- **Nathalie Morra**, Apprentice
- **Ander Aguirre**, Apprentice
- **Bryan Kirby**, Instrumentation & Controls Technician
- **Estee Williams**, Facilities Services Representative, FM Customer Service Center

## OCCUPATIONAL TRAINING

### Leadership Connection: Starting from Ground Zero

Often, when we hire new employees, we welcome employees with a variety of life and work experiences. Occasionally, we hire a promising employee with less life experience and no formal work experience. For example, consider a recent high school graduate who worked mowing lawns, helping with the family business, or babysitting. This type of employee may require more guidance, mentorship, and a watchful eye to ensure that we are setting them up for success.

**Author Liz Kislik** shares that helping a new employee become contributing team members requires 4 steps:

- **Point out the way:** Explain everything! New employees need context desperately! *Be specific about the progress you expect to see.*
- **Talk it over:** Encourage newer workers to take notes and ask questions. Establish a safe environment for them to ask.
- **Stand by them:** Meet with your new employee regularly with quick, focused check-ins.
- **Connect with them:** Forming a connection allows you as their manager or supervisor to gauge their understanding. The more you understand your new employee the more you will understand their thinking, their thought process, and whether they understand assignments, issues, or other tasks. This is a great opportunity to correct small challenges before they become big challenges!

#### Read More:

- **How to Help Inexperienced Young Employees Be Successful - Liz Kislik:**  
<https://at.virginia.edu/Ukjuvg>
- **Four Tips for Managing New Employees Who Have Minimal Experience - Sandler Training:** <https://at.virginia.edu/xptwdp>
- **How to Deal With New (And Inexperienced) Employees - Forbes:**  
<https://at.virginia.edu/OgjMSy>

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## DIVERSITY, EQUITY & INCLUSION

### FM Employee Appreciation Event Is Coming!

Tuesday, October 11th

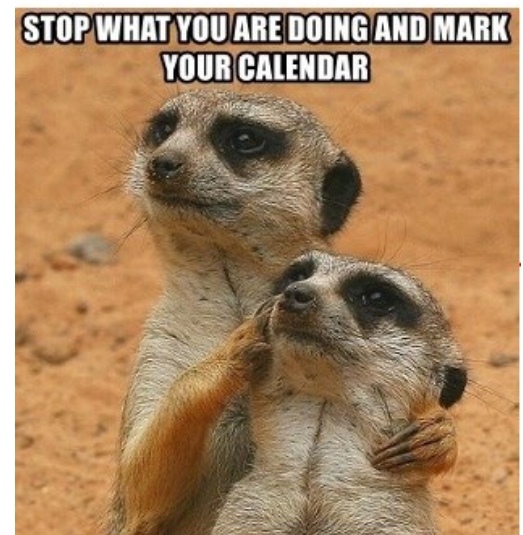
11am-2pm at the ROTC Lawn



Want to show off your motorcycle, vehicle, or bicycle at this year's event?

→ Fill out this form and we'll be in touch with details:

[https://virginia.az1.qualtrics.com/jfe/form/SV\\_eKBa3tqmMSIj17E](https://virginia.az1.qualtrics.com/jfe/form/SV_eKBa3tqmMSIj17E)



**Translate, Traduire, Traducir**  
this piece with the QR Code or click this link:

<https://at.virginia.edu/VaJVEo>





# OCCUPATIONAL HEALTH AND SAFETY

## Did You Know? Workplace Inspection

Work-area hazards can vary widely depending on the type of work that is being done. They can often be caused by employee inattention or complacency. Other hazards may be caused by environmental factors: For example, a tree branch may be in the way of a ladder, or there may be an increased risk of slips and falls due to a recent storm.

Daily inspections verify that every worksite is free from unnecessary physical, chemical, ergonomic , or environmental dangers.

### Here are some things to look for when inspecting your workspace:

- Misplaced or broken tools
- Faulty or unsafely operated equipment
- Too many people in the workspace
- Too few people in the workspace
- Environmental hazards
- Bad weather
- Fire hazards
- Electrical hazards
- Missing or incorrect labels
- Housekeeping issues



*Photos courtesy of the FM UXE Team.*

You can also use this Hazard Identification Worksheet:

[https://www.osha.gov/sites/default/files/2\\_Inspect\\_The\\_Workplace\\_For\\_Hazards.pdf](https://www.osha.gov/sites/default/files/2_Inspect_The_Workplace_For_Hazards.pdf)

Check out the FM-OHS Forms page for FM-specific checklists, permits, and Job Hazard Analysis forms: <https://www.fm.virginia.edu/depts/ohs/forms.html>

Reach out to the OHS team or [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu) if you have questions or requests relating to workplace inspections.

# OCCUPATIONAL HEALTH AND SAFETY

## Tools for Your Toolbox: Safe + Sound Week

**Safe + Sound Week** is a nationwide event held each August that recognizes the successes of workplace health and safety programs and offers information and ideas on how to keep America's workers safe.

This year, Safe + Sound Week will provide resources for businesses on **mental health and well-being**. Last year, more than 3,300 businesses helped to raise awareness about workers' health and safety. **Take the Pledge** and get started with your teams today!



### Quick Links:

- Take the Pledge: <https://www.osha.gov/safeandsoundweek/signup>
- How to Participate: [https://www.osha.gov/sites/default/files/Activity\\_HowToParticipate.pdf](https://www.osha.gov/sites/default/files/Activity_HowToParticipate.pdf)
- Mental Health & Well Being: <https://www.osha.gov/safeandsoundweek/plan-and-promote>

## August Safety Champion:

### Zachary Carter

Zachary Carter, a senior electrician working in Health System Physical Plant Zone 2 at UVA Facilities Management, was chosen due to his outstanding effort in promoting both safe practices and developing a strong safety culture in his team.



Zachary Carter  
Photo by Keith Woodson.

Read more on Zach: <https://www.fm.virginia.edu/depts/ohs/safetychampions.html>

## Thank You, Safety Stars!

Thank you to the latest UVA FM Safety Stars. If you haven't received your star – Reach out to the [OHS team](#). They've been looking for you!

- ★ Margaret Hankerd, Landscape
- ★ Jonathan Racey, Landscape
- ★ Kevin Banfiel, C&RS
- ★ Albert Augusto, C&RS
- ★ Thomas Evatt, West Grounds Zone



Nominate a Safety Champion or Safety Star: [https://virginia.az1.qualtrics.com/jfe/form/SV\\_8vp1rkfUzbpLGV7](https://virginia.az1.qualtrics.com/jfe/form/SV_8vp1rkfUzbpLGV7)

## Fire Extinguisher Training

Join us for this 1-hour optional training to learn how to respond to fire emergencies! Offered monthly. Supervisor permission required.

~~AUG. 8~~ | SEP. 12 | OCT. 10 | NOV. 14 | DEC. 12

SKIPWITH HALL, ROOM 010, 11 A.M.–NOON

**Sign up required:**



Questions? Email [FM-OHS@virginia.edu](mailto:FM-OHS@virginia.edu)

Sign Up via Workday: <https://at.virginia.edu/FMFireExt2023>

See the August Safety Poster:



## REPORT A BARRIER

Use the form to report physical infrastructure concerns such as



- Broken doors or elevators
- Unit areas
- Unsafe walkways
- Fall hazards
- Missing handrails
- Non-operating lights

<https://reportabARRIER.virginia.edu/>



# let's celebrate!

*Reasons to celebrate are all around us!*

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

**August 11: Hip Hop Day**

**August 12: Youth Day**

**August 13: Left-Handers Day**

**August 14: Navajo Code Talkers Day**

**August 15: Liechtenstein Day**

**August 16: National Backflow  
Prevention Day**

**August 17: Black Cat Appreciation Day**

**August 18: Serendipity Day**



# OCCUPATIONAL TRAINING

## FM JOB LISTINGS\*

- R0051420 Project & Construction Management Supervisory Team Leader
- R0046919 Geospatial Space Technician
- R0044588 Metering Technician
- R0046590 Utility Locator/Damage Prevention Technician
- R0051231 Custodial Services Supervisor
- R0044377 Senior Electrician
- R0051133 Electrician
- R0048526 Senior Pipefitter/Steamfitter
- R0040954 Senior Welder for Utility Systems
- R0046336 HVAC Mechanic
- R0046146 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weeknight/Weekend Day Shift
- R0044371 Electrician
- R0048983 Plumber
- R0044445 Senior Welder for Utility Systems
- R0044441 Senior Pipefitter/Steamfitter
- R0048313 Senior HVAC Mechanic, Night Shift, 3:00pm - 11:30pm
- R0047417 Mason - CC&R
- R0036157 Historic Mason - CC&R
- R0041953 Drywall/Plasterer
- R0042657 Carpenter - Construction & Renovation Services
- R0051116 Recycling Worker
- R0042542 Controls Engineering Technician/Senior Controls Engineering Technician
- R0050108 HVAC Mechanic or Senior Mechanic
- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0049672 Fire Suppression Systems Technician
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0051031 Geospatial Space Analyst
- R0050710 Environmental Remediation Technician/Asbestos Worker
- R0050631 HVAC Supervisor
- R0049262 Pipefitter/Steamfitter
- R0050282 Fire Safety Inspector
- R0047282 Construction Project Manager
- R0050407 Utilities Supervisor
- R0050345 Custodial Services Worker - Multiple shifts available!
- R0049244 Welder
- R0050036 Custodial Services Worker - Evening Shift
- R0049950 Plumber Senior Assistant
- R0050106 Senior Trades Utility Worker
- R0049741 Sign Shop Worker
- R0049343 Associate Director of Automation Services
- R0049400 Associate IT Systems Administrator
- R0049517 Heat Plant Maintenance Manager
- R0048679 BAS Controls Assistant
- R0048892 IT Help Desk Specialist (Wage)
- R0048532 Instrumentation & Controls Technician
- R0048812 Trades Assistant
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0041976 Computer Help Desk Tech (Student Wage)



\* As of 8/7/2023