

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

10.14.2022

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<https://www.instagram.com/p/Cjf7cnuu40t/>

Let Us Know: You can always email 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 School Visits!

*Know of a classroom that wants to talk to an apprentice?
Have them email FM-Apprenticeship@virginia.edu!*

It's school visit season and we are delighted to have current apprentices supporting local job fairs and career days to promote skilled trades as a career choice following high school.

Special thanks to Armiss Ferguson and Ryan McCarthy (pictured below, left) for visiting Charlottesville High School's Career Fair on October 12.



Important Dates:

National Apprenticeship Week, November 14-20, is a nationwide celebration of Registered Apprenticeship Programs (RAPs). Learn more:

<https://www.apprenticeship.gov/national-apprenticeship-week>

UVA FM Apprenticeship Graduation & 40th Anniversary Celebration will be held on **November 17** at the Newcomb Hall Ballroom. Look for more details soon!



OCCUPATIONAL TRAINING

View or Apply for UVA FM Job Postings

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

See FM jobs >>

OCCUPATIONAL TRAINING

Do You Have a New Employee Starting? Take Step 1!

Have you made a job offer to a potential new employee?

Email FM-Training@virginia.edu as soon as you learn of their acceptance and the [Occupational Training team](#) will get their onboarding process started.

Managers & Supervisors: Are You Setting Your New Employees Up for Success?

What are the benefits of successfully onboarding new employees? Why should managers care? **Managers & supervisors are a link between the employees and the organization**, ensuring that employees contribute to organizational goals and values.

An employee whose new job orientation goes well will:

- Perform better
- Feel more engaged with their job duties
- Have increased productivity
- Experience better job satisfaction, which leads to better employee retention.

As leadership, managers and supervisors should:

- Make new hires feel welcome.
- Facilitate knowledge transfer.
- Develop a good working relationship.
- Select and assign a **buddy or mentor** to show them the ropes.

SUPERVISOR ONBOARDING CHECKLIST

Complete all items on the checklist below prior to your employee's first day for a smooth onboarding experience for your new employee!



See details and learn more:

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

OCCUPATIONAL TRAINING

Leadership Connection: Thermometers and Thermostats

As the weather is cooling from summer to fall, I am becoming increasingly aware of the temperature in the mornings. The temperature has always been a useful reference point for me to describe a team's culture and engagement, and how well we are getting along? In my mind, cooler team temperatures mean a lack of trust and low interpersonal engagement, while hot temperatures usually mean hot tempers, outbursts, and frustration. The warm, happy temperature is an engaged workforce, with people getting along and working together. Author Jason Barger recently shared a similar lesson in terms of temperature and leadership using the example of "thermometers and thermostats".

Ok, so what's the difference?

As Jason explains, **thermometers read the temperature in the room, thermostats regulate the temperature.** From a leadership perspective, **it's important to read the temperature of your team, but if you only watch the temperature, you may see temperature go up and down frequently**, ultimately resulting in an exhausted team managing to work in a volatile environment. **Like a thermostat, It is also important to regulate the temperature of your team.** Set the example and the temperature of your team culture by defining and modeling it. **Share your expectations** of what you want the working culture to be. As a leader, you can cool things off if the temperature gets too hot, and you are also able to breathe life back into the room if it gets too cold. As an added benefit, you are also able to **create additional thermostats** on your team by identifying and empowering influential team members. **What's the temperature in your neck of the woods? Stay warm, my friends.**

Read more from Jason Barger:

<https://jasonvbarger.com/uncategorized/thermometer-vs-thermostat-leadership-lessons/>

Training Highlight: Backflow Prevention, October 2022

UVA FM Occupational Training is happy to offer the 40-hour and 16-hour vocational credit course needed to apply for the "Backflow Preventer Device Tester Tradesman" designation.

Dates: October 17-21, 7:30-4:00

Email fm-training@virginia.edu

Cost: \$750/40-hour and \$500/16-hour

for additional information.

Don't Forget Your Education Benefits!

To increase career-building opportunities and encourage professional growth, **UVA offers an Education Benefit to employees who've been in a benefits-eligible position for at least one year.** This benefit includes two components: **Tuition and Professional Development.**

Tuition, which is a maximum of \$5,250/year, can be used for a degree seeking program. Not seeking a degree? We've got you covered! Of that \$5,250 benefit, **\$2,000/year may be used for 'professional development,'** which includes classes, certification training and conferences.

An employee who wishes to take advantage of the Education Benefit must submit the request through [Employee Self-Service in Workday](#). Don't delay, as this benefit is based on the calendar year and December is right around the corner!

See more details, limitations, & guidance:

<https://hr.virginia.edu/career-development/education-benefits-1>

CONTINUING EDUCATION

Never Stop Learning

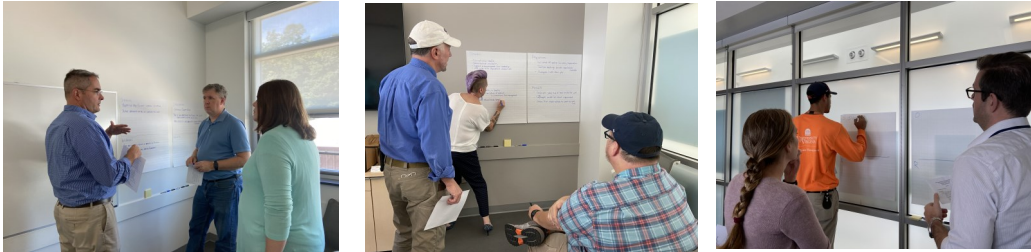
DIVERSITY, EQUITY & INCLUSION

Inclusive Excellence (IE) Update:



- What did you think?: https://virginia.az1.qualtrics.com/jfe/form/SV_55sQpOY3gHKbXf0
- Car Show next year? - [click here](#).
- Lost & Found: lost something at the lunch? Let us know— [click here](#).

IE Access + Success Promotion Working Group:



- Inclusive Excellence assembled a team from across the SVPO area to discuss and learn about the promotion process. The team has two workshops to discuss strengths and opportunities of the process for the employee and the supervisor manager. Here, you see the group working on what an **employee** needs, next week the group will work on what a **supervisor and/or manager** needs.

→ The team consists of:

- Tim Fitzgerald, Assistant Director Service Manager, University Bookstore
- Kendall Howell, Assistant Director Transportation, Parking & Transportation
- Scott Borrelli, Health System Physical Plant Zone 4 Manager
- Marcus Klaton, Utilities Supervisor, Inclusive Excellence Team Member
- Bree Knick, Associate Director for Construction
- Mike Merriam, Associate Director Operations Management
- Sonya Swiderski, Finance Associate, Inclusive Excellence Team Member
- Melanie Price, Office Manager for Budget and Fiscal Management, Human Resources and Office Management
- Kathy Grove, Senior Architect , OUBO

DIVERSITY, EQUITY & INCLUSION

IE Education + Scholarship Group:

- The FM Education + Scholarship team has kicked off and consists of Avery Wagner, Ryan McCarthy and Terry Maynard.
- As they begin to discuss education and scholarship at FM, [UVA Learning & Development](#) is also asking for your feedback on their course offerings. If you have a moment, this is a great way to share your thoughts on what is offered from this department in UVA HR —

Spotlight: Participate in an Upcoming L&D Focus Group We Want to Hear Your Voice!

There are Five Options to Choose From:

October 14, 9:00 - 10:00 am (Virtual)

November 7, 2:00 - 3:00 pm, Pinn Hall (In-person)

November 10, 8:00 - 9:00 am (Virtual)

November 14, 12:30 - 1:30 pm (Virtual)

November 16, 2:00 - 3:00 pm Newcomb Hall, (In-person)

These one-hour sessions will **give participants a chance to share their voices** as it relates to the Talent Planning Learning and Development team's course offerings and identify **work-related areas of interest to them**. We will also provide an overview of some of the proposed new content coming in 2023. For questions please reach out to talentplanningteam@virginia.edu.

[Register for an in-person session](#)

[Register for a virtual session](#)

DEI Resources & Events:

→ Interested in learning another language?

- [Click here to share your interest](#) and be registered for a Zoom info session with Speak! Language Center on Friday, October 28th from 1-1:30pm.
- Use your UVA Education Benefits to learn another language to successfully communicate with team members and help create an inclusive and respectful workplace. [Learn more about your Ed Benefits here.](#)
- **Questions?** Contact DEI Specialist Emily Douglas, em4hg@virginia.edu or (434) 906-5810



*Have any questions about these events/resources or have something
you'd like to share to benefit FM employees?*

Reach out to Emily Douglas at (434) 906-5810, em4hg@virginia.edu or FM-DEI@virginia.edu

OCCUPATIONAL HEALTH & SAFETY

BEE AWARE: STRESS AT WORK PART II- ORGANIZATIONAL SUPPORT



As previously discussed, there are two aspects that contribute to job stress: the individual worker and the organization itself. For the worker, factors that can affect job stress are personality, coping skills, and attitude. **On the organizational side, contributions to a stressful work environment on the worker are unrealistic deadlines and workloads, lack of control over the working environment, lack of supervisory support, and poorly defined work roles. Therefore, the responsibility of alleviating job stress falls both on the worker and the organization.**

Ways in which the organization can support a healthy work environment are:

- Organizational Impacts: **provide surveys or other methods for feedback from workers.**
- **Define roles and responsibilities.**
- Allow workers to **fully utilize their skills.**
- **Establish work schedules that are compatible** with demands outside of work.
- **Involve workers in decision making.**
- **Reduce uncertainty** about future job prospects.

View organizational resources offered by UVA FEAP:

<https://uvafeap.com/organizational-services>

DID YOU KNOW? OCTOBER IS THE CDC'S NATIONAL PROTECT YOUR HEARING MONTH!

Everyday sounds typically do not damage your hearing. However, many people participate in activities that produce harmful sound levels, such as attending loud sporting events and music concerts, and using power tools. Loud sound (noise) can damage sensitive parts of the ear, causing hearing loss, ringing or buzzing in the ear (tinnitus), and increased sensitivity to sound (hyperacusis). Repeated exposure to loud noise over the years affects how well you hear later in life and how quickly you develop hearing problems, even after exposure has stopped.

Tips for protecting your hearing:

- When at home, **turn down the volume of the TV, radio, or music.**
- If listening to loud music, **take listening breaks.**
- **Use quieter products** (power tools, toys, recreational vehicles) whenever they are available.
- **Reduce equipment noise** by replacing worn, loose, or unbalanced machine parts. Keep equipment well lubricated and maintained.
- **Use hearing protection devices** (such as earplugs and earmuffs) when you cannot avoid loud sounds.

Are you experiencing loud noise at work? Email FM-OHS@virginia.edu to request sampling!

OCCUPATIONAL HEALTH & SAFETY

SEASONAL FLEET SAFETY REMINDERS


Keep Your Work Vehicle in Top Shape to Remain Safe

Use your Headlights & Strobes

- Daylight hours are getting shorter and staying visible is important.
- **Strobe lights should always be on** while driving Kubotas and other motorized utility vehicles (MUVs).



Take Inventory—Do you have:

- **A First Aid Kit?** Is it up to date? Contact the FM Materials Warehouse to refill/refresh.
- **A Fire Extinguisher?** Does it have a recent inspection? Contact the Fire & Life Safety team to update the inspection.
- **An Ice Scraper?** Drop by the FM Fleet office to pick one up.
- **Functional windshield wipers?** Drop by the Fleet office to have them replaced, if needed.
- **Low Tire Pressure light on?**  Contact your supervisor and bring the vehicle to the fleet office to have your tire pressure checked. *Tire pressure can decrease about 1 PSI (pounds per square inch) for every 10° the temperature drops.*
- **Slow Crank on startup?** Contact your supervisor and the fleet office to have the battery checked.

Idling/Warm Up Reminders: Virginia prohibits public service and commercial vehicles from idling for more than 3 minutes while parked in commercial or residential urban areas. Exceptions include when the vehicle's propulsion engine is providing auxiliary power for purposes other than heating and air conditioning. Additionally, VA puts a 10-minute cap on idling for diesel-powered vehicles that revert to idling to reduce issues with restarting. For further details, refer to Virginia Administrative Code (Title 9, Agency 5, Chapter 40, Section 5670 C). **Kubotas require a warm-up procedure different than that of other vehicles — Kubota UTV**

Warm Up Recommendations:

- ◆ **Above 32° F**, a warm-up time of up to **5 minutes** may be required.
- ◆ **Between 14° and 32° F**, a warm-up time of up to **10 minutes** may be required.
- ◆ **Below 14° F**, a warm-up period of up to **15 minutes** may be required.

Questions? Email FM-Fleet@virginia.edu

DUFF-MAN SAYS:
“MINDFULNESS IS THE KEY TO SAFER DRIVING”

- **BE AWARE**
- **WEAR YOUR SEATBELT**
- **PUT DOWN THE PHONE**
- **AVOID DISTRACTIONS**

Presented by UVA FM Fleet & FM-OHS



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.

October 14: World Standards Day

October 15: National Cheese Curd Day

October 16: World Food Day

October 17: Design Consciousness Week

October 18: National Alaska Day

October 19: National New Friends Day

**October 20: Mashujaa (Heroes) Day,
Kenya**

**October 21: International Day of the
Nacho**

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0041227 Zone Maintenance Electrical Supervisor
- R0041249 Carpenter
- R0037339 Carpentry Supervisor
- R0039951 Carpenter Senior
- R0041021 Fire and Safety Equipment Inspector
- R0027779 Arborist
- R0030791 Instrumentation & Controls Technician
- R0041006 Renovations Project Coordinator
- R0040313 Facilities Planner
- R0038218 Construction Administration Manager/
Senior Construction Administration Manager
- R0040339 Operator/Pipe Layer or Senior Operator/
Pipe Layer
- R0040355 Plumber/Steamfitter Assistant
- R0041096 Custodial Services Worker, Housing: M-F
8:00am-4:30pm
- R0040760 Elevator Assistant Mechanic
- R0041023 Fire Systems Service Supervisor
- R0034727 Mason - CC&R
- R0033904 Electrician - CCR
- R0041000 Facilities Services Representative
- R0033696 Occupational Programs Coordinator
- R0033071 Electrician - CCR
- R0032487 Fire Systems Technician
- R0040639 High Voltage Electrician
- R0040954 Senior Welder for Utility Systems
- R0040747 Facilities Services Representative
- R0040956 Executive Assistant to the AVP/CFO
- R0035363 Recycling Worker
- R0037356 HVAC Mechanic or HVAC Senior Assis-
tant
- R0039931 Finance Associate
- R0039192 Custodial Services Manager
- R0038599 HVAC Mechanic
- R0040008 Custodial Services Day Supervisor, Day
Shift, North Grounds Zone
- R0037336 Senior HVAC Mechanic, Central Grounds
Zone, Alternating Shift
- R0036157 Historic Mason - CC&R
- R0039947 Recycling Supervisor
- R0036003 Senior Sourcing Specialist
- R0039053 Quality Assurance Inspector
- R0034384 Plumber
- R0032242 Licensed Tradespeople (HVAC, Electrical
or Plumbing), Weekday Evening Shift Monday - Friday
3:30pm to 11:30pm
- R0038102 Senior Trades Utility Worker
- R0038303 Custodial Services Worker -SUNDAY -
THURSDAY 5:00 AM - 1:30 PM
- R0036614 Licensed Tradespeople (HVAC, Electrical
or Plumbing)
- R0037791 Custodial Services Worker for Monday-
Friday 3:00pm - 11:30pm shift
- R0037877 Landscape & Grounds Worker
- R0038011 Assistant Multimedia Designer (Student
Wage)
- R0038015 Assistant Web Developer (Student
Wage)
- R0038013 Communications Assistant (Student
Wage)
- R0035437 Sign Shop Worker
- R0036931 HVAC Mechanic
- R0035630 Geospatial Space Technician
- R0030560 Carpenter Senior
- R0035502 Senior HVAC Mechanic, Night Shift,
6:00pm - 6:00am
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical
or Plumbing), Weekday Evening Shift Monday - Friday
3:30pm to 11:30pm
- R0033786 Plumber
- R0034508 Electrician
- R0030544 Carpenter - Construction & Renovation
Services
- R0030397 Plumber Assistant
- R0025247 Environmental Remediation Tech
- R0026545 Sheet Metal Technician - CC&R
- R0031374 HVAC Mechanic
- R0032868 Custodial Services Worker - HSPP
5:00pm-1:30am
- R0027977 IT Desk Support (Student Wage)



WELLNESS

FM FLU VACCINE CLINIC

October 25, 7:00-
11:00 AM

FM Alderman Lunchroom

Walk-ins only.

Flu vaccines are offered at no charge to FM employees at this event.

Two types of vaccines will be available:
Flulaval and Flublok (recommended for people



FM Flu Shot Clinic

Tuesday, Oct. 25, 7-11 a.m.
in the FM Lunchroom

No appointment necessary!

Two types of vaccines are being offered: Flulaval and Flublok (recommended for people over 50).

\$25 Hoos Well reward eligible for employees enrolled in the UVA Health Plan



Reporting Updates

Facilities Management employees working within UVA Health facilities (required to comply with [UVA Health's policy OCH-002](#)) must report their positive COVID-19 test results to Employee Health at 434-924-2013 or employeehealth@virginia.edu. This requirement no longer applies to employees working strictly within UVA Academic facilities.

Updated COVID-19 Boosters are now available that offer stronger protections against severe illness and death from Omicron sub-variants. Make your appointment: <https://vaccinate.virginia.gov/>



Monkeypox Update

- As of 10/13/2022, there have been **510 cases** of monkeypox in Virginia, 22 hospitalizations, & 0 deaths.
- Anyone can potentially get and spread monkeypox, but the risk to the general public is considered low at this time. Prevention tips: <https://www.vdh.virginia.gov/monkeypox/prevention/>
- Vaccines are available for those exposed or at risk. Fill out the statewide interest form from the Virginia Department of Health: <https://at.virginia.edu/JqOnGO>

Find Your Voice



Build confidence for your next speech or presentation!

Toastmasters provides a fun, safe, and supportive environment for you to practice public speaking. Along the way, you'll build a better you!

Participating in Toastmasters will allow you to:

- Improve your public speaking and communication
- Gain confidence when speaking in front of others
- Sharpen your leadership skills
- Enjoy a competitive advantage in your workplace



Facilities Management

Take charge of your future and join our club today.

Hoos Speaking
Weekly meetings on Wednesdays, noon-1 p.m. in person and online.

Email Narges Sinaki at ns4xq@virginia.edu to attend.

If you would like, please feel free to bring your lunch.