

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

02.03.2023



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Welcome, Samantha Khurgel!

The Occupational Programs team is excited to welcome Samantha Khurgel on board as an Occupational Programs Coordinator.

Samantha has a background in the construction and nonprofit worlds. She will be supporting the OP team, with a focus on FM Apprenticeship.



Samantha Khurgel
yms9rv@virginia.edu
Ph: 434-235-8405

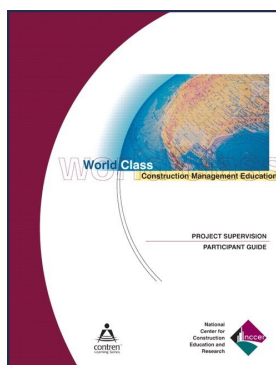
Meet the OP team:

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

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.

OCCUPATIONAL TRAINING

Course Offering: Project Supervision and Certification



Field supervisors play a major role in every construction company and every construction project. They are the frontline managers on the job: directly supervising workers and other field supervisors. To fill this role, field supervisors need more than experience in the field. They also need management skills in problem solving, planning, estimating, safety supervision, scheduling, controlling costs and resources, and, perhaps most important, managing people.

As a one-level, self-paced curriculum, NCCER's Project Supervision Certification covers topics such as **Human Relations and Problem Solving, Safety, and Quality Control**. Learn more about the curriculum: <https://at.virginia.edu/KiJYdZ>

Email FM-Training@virginia.edu to sign up for this course.

There is a \$120.00 materials cost.

Leadership Connection

I came across an interesting article about the [8 key leadership skills for 2023](#) posted on Institute for Management Development (IMD). While all 8 topics provided are significant, here are a few standouts that I believe are always important. These include:

- **Relationship building:** Establishing rapport and developing trust with your team will lead to a more engaged and more effective team.
- **Agility and adaptability:** Even if your role/job is standardized, change will come. It is constant. Whether it's internal or external change, adapting and changing to meet the challenge is a robust skill for any leader. Anticipating change is a true superpower.
- **Conflict Management:** While conflict is not always a bad thing, it can lead to challenges and disruption among your team. Conflict left unresolved can also lead to bigger problems down the road.
- **Critical Thinking:** Being able to make connections with ideas is important and helps with the decision-making process.

Read more about the 8 Key Leadership Skills from IMD: <https://at.virginia.edu/BeyOux>

Check out these related courses in Workday Learning:

- ◆ Relationship Building: <https://at.virginia.edu/rFI9QF>
- ◆ Conflict Management: <https://at.virginia.edu/PXZj0s>
- ◆ Agility and Adaptability: <https://at.virginia.edu/ITvlqi>

These are among the many concepts that we will be discussing for future professional development and leadership courses in 2023. Stay tuned!

We also offer in-person classroom training: Check out our [Professional Development page](#) for more learning opportunities. February topics include **Emotional Intelligence, Conflict Management and Dealing with Difficult Behaviors**. *Hope to see you there!*

OCCUAPTIONAL TRAINING—CONTINUED

FM Training Continues to Evolve

As the need for talented individuals continues to rise, Facilities Management is developing and evolving our training programs accordingly. Many training programs are implemented due to regulatory requirements or an identified need. Robust occupational training leads to increased competence which has been proven to boost employee confidence. Win, Win!

If there is an area where additional training could be beneficial for you or your team, please reach out to FM Occupational Training (FM-Training@virginia.edu).

We'd love to hear from you and help to develop new content if applicable.

Mental Health Awareness: FEAP for Teams

Did you know that UVA FEAP can partner with your team to improve its collective health by developing a plan to address particular needs, or by developing training sessions focused on prevention and mental health awareness with a goal of fostering resilience and emotional well-being?



Mary Sherman

LCSW, CEAP
434.243.2643
mbs5n@uvahealth.org

Contact FEAP Consultant [Mary Sherman](#) to discuss your team's needs and interests: 434-243-2643 or mbs5n@uvahealth.org.

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

[See FM jobs >>](#)

OCCUPATIONAL TRAINING

Professional Development Opportunities

Topics, Dates, & Registration Links:

→ Emotional Intelligence: <https://at.virginia.edu/MpKj2S>

- February 7, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
- February 8, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room

→ Conflict Management: <https://at.virginia.edu/uQcKhF>

- February 14, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
- February 15, 1:00-3:00 PM, in in HSPP West Complex Level 'O' Conference Room

→ Dealing with Difficult Behaviors: <https://at.virginia.edu/WAORbP>

- February 21, 1:00-3:00 PM, in Skipwith Hall, 112 - Upper Level Large Conference Room
- February 22, 8:00-10:00 AM, in in HSPP West Complex Level 'O' Conference Room

Details & how to register are on the FM OT Professional Development page:

<https://www.fm.virginia.edu/employees/occupationaltraining/prof-development.html>

Sessions are intended for all FM employees and will be offered at both HSPP West Complex and FM Alderman to provide better access to these opportunities. **Registration is required.**

If you have questions, please email Occupational Training at FM-Training@virginia.edu

APPRENTICESHIP

Social Media Takeover

Thank you to Tom Castellanos, Apprenticeship Lead Instructor, for bringing back the Apprenticeship Social Media Takeover! Periodically, the team hands over the reins of our social media to someone in the program for an inside look at the work-life and expectations of an apprentice. You can see Tom's contributions on UVA FM Apprenticeship's Facebook, Twitter, & Instagram:



[/UVAApprentice](#)

UVA Apprenticeship Program
@UVAApprentice

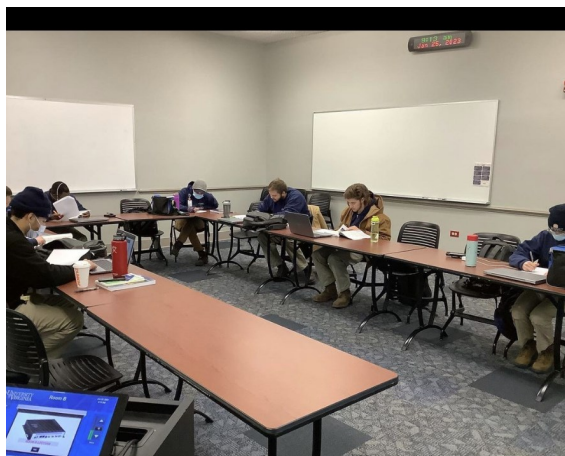
Guess what time it is? 🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉🎉
@UVAFM Apprenticeship TAKEOVER is back after a (not-so-)brief COVID-related hiatus. Periodically, we will be handing over the reins of our social media to someone in our #Apprenticeship program. This week, meet Tom Castellanos! /



8:41 AM · Jan 30, 2023 · 41 Views



[@UVAApprentice](#)



View insights



[@UVAApprentice](#)

uvaapprentice Tom here - Check out our first year apprentices hard at work in class. 1st & 2nd year @UVAFM Apprentices are educated generally across the trades, including jobsite safety, construction codes, etc. After year 2, apprentices & the team will determine the focus of their final two years of training. After a total of four years, UVA FM Apprenticeship graduates will have achieved journey-level competency in their chosen trade. (And test for a trades license, if needed!)

[Image description: A photo of a classroom from the perspective of the instructor. The class contains a u-shaped table set up with seven first-year apprentices seated around the outer edge. All apprentices are dressed in their UVA FM work uniforms - khaki pants, work shoes, and navy blue shirts - and are bent over their books and/or laptops.]

Edited · 2d

APPRENTICESHIP

Save the Date: Job Fair & 40th Anniversary Celebration

Alumni Hall

221 Emmet St S, Charlottesville, Virginia

April 11, 2023, 9:30 AM to 11:30 AM

More details TBA.



Coming in March: Application Opens!

The job application for the next class of apprentices is slated to open mid-March 2023 and remain open for 30-45 days, depending on the level of response. The team is ironing out the details and firm dates will be announced soon.

We expect a single application to be posted for all apprenticeship tracks. This application will be open to and welcomes all levels of experience. Applications for UVA FM positions are only accepted online via Workday.

Now is the time for individuals interested in becoming a UVA apprentice to start gathering their application materials now. The following documents and information are a required part of your application:

- **Cover letter**
- **Resumé**
- **References:** Name, phone numbers, and/or email addresses of three non-family former colleagues and/or supervisors who can attest to your skills and qualifications. Recent students may use a teacher or professor they have worked with closely.
- **Letter of recommendation** from someone other than a family member. Additional letters of recommendation are optional.

Be sure you've joined [the email list](#) to receive an alert when the posting goes live: <http://eepurl.com/gj80ib>

We strive to send one email a month or less unless the apprenticeship job application is open!

Email FM-Apprenticeship@virginia.edu if you have any questions.

Now Scheduling: School Visits

As the recruitment and application period for UVA FM Apprenticeship 2023 kicks off, let us know if there is a school or trades class we should be visiting! The application is open to all levels of skill and professional experience, including those new to the workforce.

Share our email with a teacher or counselor: FM-Apprenticeship@virginia.edu

OCCUPATIONAL HEALTH AND SAFETY

Did You Know? Eye Protection

About 20,000 eye injuries occur in the workplace every year, according to the U.S. Bureau of Labor and Statistics. In addition, the [Wilmer Eye Trauma Center at Johns Hopkins found](#) that males between the ages of 20-39 were most at risk. These injuries can be caused by sharp objects, blunt objects, or chemical splashes.



Remember to Use Eye Protection When Exposed To:

- Splashes from harmful liquid chemicals such as acids or cleaning solutions
- Flying debris, chips and dust from grinding and windy conditions
- Flying projectiles from objects colliding, falling or being dumped
- Loose straps, cords or banding that breaks or snaps under extreme tension
- Extreme heat and light radiation from exposure to flames, welding or torches

Did you know UVA FM will provide you a voucher for prescription safety glasses if you need them? Get a voucher: <https://www.fm.virginia.edu/depts/ohs/faqs.html#ppe>

Tools for Your Toolbox: Diet and Mental Health

Eating healthy is a well-known rule for physical health, but it's also a key aspect of maintaining mental health as well. Studies have shown that diets with higher amounts of vegetables, fruits, unprocessed grains, fish and seafood, and modest amounts of meat **reduce the risk of depression by 25% to 35%.**



This is due to the diet's assistance in the production of the neurotransmitter serotonin, which helps regulate sleep, mediate moods, and inhibit pain — Up to 95% of serotonin is produced in the gastrointestinal tract!

On the other hand, diets heavy with processed food and sugars can significantly hinder the production of neurotransmitters, leaving one with higher instances of fatigue, impaired decision making, stress, and depression. Keep that in mind the next time you shop for groceries or order out. **Even making small changes like cutting down on sugar or adding a few more fruits and veggies will help!**

DIVERSITY, EQUITY & INCLUSION

UVA Staff Senate & the President's have collaborated on an annual competition, Hoos Making an Impact—check out the FM finalists!

Ethan Heil

(Facilities Management)

Create a Commute Club Incentive Program that promotes alternative forms of commuting, and includes incentives such as financial support, points accrual, bonus-reward parking spots, reserved parking for Commute Club members, shared parking spots, and more.

Rachel Lloyd, Helen Wilson, & Rich Hopkins

(Office of the Architect)

Expand biodiversity and reduce landscape maintenance demands around Grounds through a pilot Plant Diversity Project. The project would not only reduce landscape maintenance needs, but also eliminate invasive plant species, increase native plants, and improve the landscape appearance.

Ryan McCarthy

(Facilities Management)

Decrease food waste and increase support for food insecure members of the UVA community by allowing free or subsidized access to on-Grounds dining facilities and vending machines, and create an app that would allow organizations to post when and where they have food available.

This year's theme is sustainability. Besides making an important contribution to advancing sustainability at UVA, the winners of the competition will receive \$1,000 and have their ideas implemented. In addition, they will have lunch with UVA leadership and be featured in UVA Today.

Hoos Making an Impact

UVA staff have the opportunity to make a significant impact at UVA through a new annual competition, "[Hoos Making an Impact](#)," by submitting innovative ideas that will help streamline or improve a process at UVA. The competition is hosted by the Staff Senate in partnership with the President's Office to cultivate staff success across UVA Grounds in alignment with the [University's 2030 Strategic Plan](#).

DIVERSITY, EQUITY & INCLUSION

UVA Black Faculty and Staff and Employee Resource Group (BFSERG):

We are here!



University & Community Happenings:

- **Discover Black culture right here in Charlottesville and Albemarle County.** Black residents are an integral part of what makes the region a wonderful place to live, visit and explore.
 - [Visit the Discover Black Cville Website to learn more!](#)
- **The BFSERG aims to expand the connections of ALL members of the African-American community to promote development and growth in the greater Charlottesville area.**
 - [Visit the Black Professional Network Facebook page to learn more!](#)
- **Located in the Jefferson School City Center, The Jefferson School African American Heritage Center's mission is to honor and preserve the rich history and legacy of the African-American community of Charlottesville-Albemarle, Virginia and to promote a greater appreciation for, and understanding of, the contributions of African Americans and peoples of the Diaspora locally, nationally and globally. The Center features a permanent historical exhibit, a rotating contemporary art gallery, and a robust calendar of events, all of which combine to highlight Charlottesville's African American history and culture of the African diaspora.**
 - [Visit the Jefferson School African American Heritage Center website to learn more!](#)
- **Charlottesville Black Excellence Group's purpose is to Celebrate, Educate, Support and Build a network to Create opportunities for the advancement of the Black community in Charlottesville and surrounding counties.**
 - [Visit the Charlottesville Black Excellence Facebook page to learn more!](#)

[Contact the UVA BFSERG here](#)

DIVERSITY, EQUITY & INCLUSION

Fill Out the UVA Family Support Collab Survey by 5pm today to share your thoughts!

- Share your input on childcare solutions for UVA by taking this brief [SURVEY](#)
- The UVA Family Support Collab was started in 2021 to better understand the needs, challenges and resources of employees' caregiving needs
 - Learn more about the Collab [HERE](#)
 - **FM has two representatives on the Collab—Jenny Nunez and Chelséa Lewis—** please reach out to either for more information and to share your experiences.



Learn Another Language at FM!

- Register for classes with Speak! Language Center—22 languages and ASL—<https://www.speaklanguagecenter.com/uva>
- Use your UVA Education Benefits to learn another language [Learn more about your Ed Benefits here.](#)
- **Questions?** Contact DEI Specialist Emily Douglas, em4hg@virginia.edu or (434) 906-5810

We currently have more than 50 employees in individual and group language classes for English, Spanish, French, German, Italian, and American Sign Language.

Sign up today to join the fun!

If you have any questions about these topics or would like to add others, please contact Emily Douglas at (434) 906-5810 or em4hg@virginia.edu—thank you!



Reasons to celebrate are all around us!

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

February 3: Setsubun

Kick off of the spring festival in Japan, called Hina Matsuri.

February 4: Medjool Date Day

February 5: World Nutella Day

February 6: Pay a Compliment Day

February 7: Send a Card to a Friend Day

February 8: National Iowa Day

February 9: Read In The Bathtub Day

February 10: National Flannel Day

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0044445 Senior Welder for Utility Systems
- R0044253 HVAC Mechanic or HVAC Senior Assistant
- R0044024 Quality Assurance Inspector
- R0044340 HVAC Mechanic
- R0044057 Landscape & Grounds Worker
- R0039053 Quality Assurance Inspector
- R0035630 Geospatial Space Technician
- R0034508 Electrician
- R0044090 Landscape Plant Health Specialist
- R0043422 Building Automation System Service Supervisor
- R0041411 Budget Analyst
- R0040339 Operator/Pipe Layer or Senior Operator/Pipe Layer
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0043939 Senior Electrician, Night Shift, 6:00pm - 6:00am
- R0043782 Arborist
- R0042339 Custodial Services Workers for Monday-Friday 3:00pm - 11:30pm shift
- R0041719 Senior Trades Utility Worker
- R0042421 Custodial Services Worker: Wednesday - Sunday 12:00pm - 8:30pm shift
- R0043779 Fire Systems Inspection Supervisor
- R0042542 Controls Engineering Technician/ Senior Controls Engineering Technician
- R0040639 High Voltage Electrician
- R0038599 HVAC Mechanic
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0036157 Historic Mason - CC&R
- R0035437 Sign Shop Worker
- R0034384 Plumber
- R0030791 Instrumentation & Controls Technician
- R0042856 Part-Time Custodial Services Worker: Saturday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0040008 Custodial Services Day Supervisor, Day Shift, North Grounds Zone
- R0041672 Senior Trades Utility Worker
- R0036931 HVAC Mechanic
- R0037336 Senior HVAC Mechanic, Alternating Shift
- (Sign-on bonus up to \$2,500 for new hires to UVA!)
- R0041086 Hazardous Materials Technician
- R0043300 Trades Assistant
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0041953 Drywall/Plasterer
- R0040954 Senior Welder for Utility Systems
- R0041669 Custodial Services Supervisor - M-F, 5:00am-1:30pm
- R0043054 Building Automation Systems (BAS) Manager - Construction and Retrofit
- R0042979 Waste and Recyclable Materials Manager
- R0042051 Recycling Worker
- R0042962 Senior Carpenter
- R0041096 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0042657 Carpenter - Construction & Renovation Services
- R0034727 Mason - CC&R
- R0041410 Utility Locator/Damage Prevention Technician
- R0042231 Electrician/Senior Electrician
- R0038218 Construction Administration Manager/ Senior Construction Administration Manager
- R0037339 Carpentry Supervisor
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0042026 Project Coordinator
- R0041976 Computer Help Desk Tech (Student Wage)
- R0041466 Custodial Services Worker - M - F 5:00 AM - 1:30 PM
- R0038015 Assistant Web Developer (Student Wage)
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0031374 HVAC Mechanic



WELLNESS

Rabies is on the Rise in Virginia

Cases of rabies typically rise during the summer months when the weather is warmer. However, the Blue Ridge Health Department has seen a significant increase of cases this winter- particularly among household dogs and cats. Many of these cases occur in pets who haven't been vaccinated against rabies, underscoring the need to make sure your pet is up to date on their vaccines. In addition to getting your furry friend vaccinated, follow these tips to keep them safe and healthy:

- **If your pet is attacked or bitten by a wild animal, report it to the local health or animal control authorities** and be prepared to assist with rabies exposure response activities such as booster vaccination and confinement.
- **Limit the possibility of exposure by keeping your animals on your property.** Don't let pets roam free.
- **Do not leave unsecured garbage or pet food outside.**
- **Do not keep wild animals as pets.** Enjoy all wild animals from a distance, even if they seem friendly. A rabid animal sometimes acts tame. If you see an animal acting strangely, report it to your local animal control department and do not go near it yourself.

If you suspect you or your pet have been exposed to rabies, contact our BRHD Rabies Program Coordinator at 434-972-6219 to receive more information and guidance on next steps.

Learn more about the rabies virus and prevention tips:

<https://www.vdh.virginia.gov/animal-contact-human-health/rabies-control/>

Source: <https://myemail.constantcontact.com/BRHD-Newsletter-1-27-2023.html?soid=1134059434350&aid=7smd5pheVD4>

What to Do: Symptoms or Illness

- Any employee who is experiencing **symptoms of illness** (COVID-19, cold, or flu) should isolate/stay home, notify their supervisor, consult their healthcare provider or contact Employee Health, and get tested.
 - UVA team members who are required to follow UVA Health's **policy OCH-002** should go to Employee Health at 400 Brandon Avenue (former Student Health location) for walk-in symptomatic COVID-19 testing between 8 am and noon or between 1pm and 4 pm, Monday through Friday.
 - If UVA Health team members receive positive COVID-19 test results outside of UVA Health or Employee Health, they are required to notify **Employee Health** at 434-924-2013 or employeehealth@virginia.edu. (This requirement does not apply to other Academic Division employees.)
-

At-Home COVID-19 Tests

- **Your health insurance will cover at-home over-the counter COVID-19 tests.** Use your health insurance card at the pharmacy window.
- Individuals without insurance can access COVID-19 vaccines & testing through local **community health centers** or a **community testing site**.
- If you already have plenty of COVID-19 tests, check to see if their expiration dates have been updated by the FDA: <https://at.virginia.edu/bWV3TP>



HOOS WELL

Supporting UVA employees in achieving
physical, financial & emotional well-being

What's new for you



<https://hr.virginia.edu/wellness/earn-rewards>



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.