

# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management

09.13.2024

## ***In this issue:***

Click the item title to go to the corresponding page. *Downloading this document may be necessary.*

### **APPRENTICESHIP**

- Inspire the Next Generation through Our Apprenticeship Program: Become an Instructor!

### **OCCUPATIONAL TRAINING**

- Opportunity for FM Supervisors!
- Lunch & Learn: Career Paths, Sept. 25
- Training Highlight: Crucial Conversations
- Progressive Discipline Workshop, Oct. 8.
- View & Apply for FM Jobs
- Welcome, New Employees!

### **OCCUPATIONAL HEALTH & SAFETY**

- Did You Know? Mobile Elevated Work Platform (MEWP) Inspections
- Tools for Your Toolbox: Manager Support for Mental Health

### **DIVERSITY, EQUITY & INCLUSION**

- Attend UVA Acts: Search Committee Signals in Sept.
- Sign Up for the Car Show at the FM Employee Appreciation Event, Oct. 16

***Don't forget:  
Reasons to Celebrate!***



## **HVAC TRADES SEMINAR**

**9:00 AM-12:30 PM, SEPTEMBER 26,  
at UVA ALUMNI HALL**

**RSVP REQUIRED**

*in order to receive lunch.*

Email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu)

**Join other FM HVAC professionals to discuss:**

- HVAC Infrastructure at UVA
- Emerging technologies, including VRF, automation & balancing
- New refrigerants & hands-on demos

***along with lunch & networking opportunities.***

**Email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu) for more information.**

**BROUGHT  
TO YOU BY**



**FM Mission:** *We serve and plan for our community today while assessing and adapting to the needs of tomorrow.*

**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

### Inspire the Next Generation through Our Apprenticeship Program: Become an Instructor!

*Are you a seasoned professional with a passion for your trade?  
Ready to take the next step in your career and make a lasting  
impact? Join us as an Apprenticeship Program Instructor!*



### Why This Role Rocks:

- ★ **Inspire the Future:** Shape the next generation of skilled workers by sharing your expertise and experience.
- ★ **Elevate Your Career:** This role offers incredible opportunities for your own professional growth and development.
- ★ **Lead with Confidence:** As a supervisor, you'll guide and mentor apprentices, helping them reach their full potential.

### What You Bring:

- Supervisor experience and a valid license in your trade
- For Masons and Carpenters: 4+ years of journey-level experience

### Ready to lead, inspire, and grow?

*Obtain your leadership's support and apply now to be a cornerstone of our apprenticeship program!*

**To learn more, reach out to the**

**Apprenticeship Team:**

**[FM-Apprenticeship@virginia.edu](mailto:FM-Apprenticeship@virginia.edu)**



Instructor & Newcomb Zone Supervisor Chip Martin working with apprentices and the HVAC simulator.





## OCCUPATIONAL TRAINING

### SUPERVISOR JOURNEY:

LEARN THE SKILLS AND KNOWLEDGE YOU NEED TO EXCEL

Covering (but not limited to):

- Human Resources Overview
- Facilities Management Process Overview
- Digital Skills (Software & Apps)
- People Management
- Individual & Team Development Resources

Starting in October!

#### How to Join:

1. Get the "OK" from your supervisor.
2. Email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).



**LUNCH & LEARN  
CAREER PATHS**  
Create your roadmap - Choose your destiny!

**TOPICS**

- Career Goals
- Individual & Professional Development Plans
- Mentorship & Coaching
- Skill Development & more!

**REGISTER & LEARN MORE:**



**SEPT. 25, 12 PM**  
virtually via Teams or in-person\* in Skipwith 112

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

\* Don't forget to pack your lunch!

See details, past recordings, and register: <https://at.virginia.edu/UVAFMProfDev2024>

*You're Invited to...*


## PROGRESSIVE DISCIPLINE AS A MANAGEMENT TOOL

Join Employee Relations for an engaging and interactive workshop on this popular management topic. With group discussion and sample case studies you'll build skills in the proactive management and application of existing policy and procedure.



**OPEN REGISTRATION WORKSHOP**

ROTUNDA  
MULTI-PURPOSE ROOM  
OCTOBER 8, 2024 \* 10AM TO NOON

Register in Workday Learning



Email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu) with any questions.




## UVA Talent Development Training

### Crucial Conversations

Crucial Conversations® for Mastering Dialogue gives people the skills to step into a disagreement—rather than over or around it—and turn disagreement into dialogue for improved relationships and results.

Participants will meet on 9/25 -9/26 from 9:30 am - 4:30 pm.

Register:  
<https://at.virginia.edu/5ylg9p>



EMPLOYEE RELATIONS

## OCCUPATIONAL HEALTH & SAFETY

### Did You Know? Mobile Elevated Work Platform (MEWP) Inspections

Have you inspected your team's MEWP recently? MEWP inspections should be performed by a qualified person at least annually, or when it hasn't been operated in 3 or more months. Documentation of the inspection is also encouraged for record keeping. *Create and assign reminders so that equipment inspections are on your calendar.*



Example inspection sticker



Check out the MEWP Daily Inspection Checklist:

[https://www.fm.virginia.edu/docs/ohs/programs/2022/MEWP\\_20220719.pdf#page=13](https://www.fm.virginia.edu/docs/ohs/programs/2022/MEWP_20220719.pdf#page=13)

### Tools for Your Toolbox: Manager Support for Mental Health

Management personnel play an important role in mental health awareness and creating a healthy workplace for their employees. Work life doesn't have to be just a source of stress or strain on our physical and mental health. A healthy workplace can facilitate a sense of belonging and connection, competence, confidence and contribution.

Here are some ways leaders can create and lead their teams in mental health:

- **Talk openly about mental health and well-being practices:** Let your employees see that you are comfortable addressing these subjects. Modeling vulnerability reduces stigma.
- **Show them that you care and connect with your team:** Hold 1:1 meetings with your team and practice active listening with non judgement.
- **Allow and Encourage Sharing Resources:** Sharing resources like FEAP is important, but it is just as important to permit the employee to utilize these resources as they deem necessary for their mental health. This may seem disruptive to workflow and productivity-but the research shows just the opposite.
- **Lead by example:** Mental health is just as important for leaders. Holistically taking care of yourself (mentally, physically, emotionally, financially, spiritually) is an incredibly effective way to promote a healthy and safe workplace.



**UVA FEAP is always FREE for employees: <https://uvafeap.com/> | 434-243-2643**

## DIVERSITY, EQUITY & INCLUSION

Sign up today for UVA Acts to learn more about bias and equity in the hiring process and register your car or bike to show off at this year's Employee Appreciation Event!

# UVA ACTS SEARCH COMMITTEE SIGNALS

In *Search Committee Signals*, participants will follow along with a "search committee as they learn to align, intervene, and plan throughout their recruitment and hiring process", meant to increase awareness and mitigation of implicit bias in our hiring process and daily lives.

Two performances, 90 minutes each, will be held at Ern Commons on:

September 19, 10-11:30 a.m.

September 24, 10-11:30 a.m.

Scan to attend:



Facilities Management  
Diversity, Equity, & Inclusion

— YOU'RE INVITED! —  
UVA FM EMPLOYEE APPRECIATION  
**LUNCH**

## UNIQUE VEHICLE + MOTORCYCLE SIGN UP

WEDNESDAY, OCTOBER 16, 11 A.M.-2 P.M.  
ROTC LAWN (CARS PARKED ON LEAKE DRIVE)

**SIGN UP BY FRIDAY, SEPTEMBER 20 IF YOU HAVE A UNIQUE VEHICLE OR MOTORCYCLE**

Space is limited so scan the QR code and complete the form to sign up.

Once completed, an event organizer will contact you with more information.



To learn more about these events or share any additional updates, please contact Emily Douglas at [em4hg@virginia.edu](mailto:em4hg@virginia.edu) or [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu).





## Welcome, New FM Employees!

BACK ROW, LEFT TO RIGHT:

- **Stephanie Ragland**, Custodial Supervisor, North Grounds
- **Matthew Sprouse**, Electrical Assistant, HSPP Zone 1 South
- **Rebecca Shealy**, Senior Architect, Office of the University Building Official

FRONT ROW, LEFT TO RIGHT:

- **Joseph Foxwell, II**, Sheet Metal Technician, C&RS
- **Shannon Anderson**, Custodian, Housing
- **Becky Kidd**, Custodian, Housing
- **Samantha Garrison**, Electrical Assistant, HSPP Renovations

08.26.24



## Welcome, New FM Employees!

BACK ROW, LEFT TO RIGHT:

- **Claude Hamilton**, Custodian, Housing
- **Othello Zeon**, Custodian, Housing
- **Jamal Johnson**, Custodian, Housing
- **Brooks Maupin**, Senior Electrician, Housing
- **Zabihullah Nisari**, Custodian, North Grounds
- **Charles DeWitt**, Coordinator, Sustainability

FRONT ROW, LEFT TO RIGHT:

- **Susita Magar**, Custodian, Housing
- **Kerry Flowers**, HVAC Senior Assistant, HSPP Zone 1 South
- **Chris Perrin**, Mechanical Engineering Associate, C&RS Design Services
- **George Sims**, BAS Logistics Coordinator, Automation Services

09.09.24





# 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.

**September 13: National Doodle Day**

**September 14: National Virginia Day**

**September 15: Dot Day**

**September 16: Collect Rocks Day**

**September 17: Get Ready Day**

**September 18: Locate An Old Friend  
Day**

**September 19: Pawpaw Day**

**September 20: Tradespeople Day**



# OCCUPATIONAL PROGRAMS

## 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://jobs.virginia.edu/>

Not all listings are available to external applicants. Questions on job listings should be directed to [AskHR@virginia.edu](mailto:AskHR@virginia.edu)

## FM JOB LISTINGS\*

- R0062332 Custodian, Housing: M-F 8:00am-4:30pm
- R0063814 Custodial Supervisor, Housing
- R0063297 Senior Trades Utility Technician, Housing
- R0061834 Landscaper
- R0064653 Carpenter
- R0064239 BI Developer
- R0064573 Associate Construction Superintendent or Superintendent
- R0061881 Energy and Sustainability Associate Engineer and Engineer
- R0064396 Electrical Assistant
- R0064264 Environmental Graphic Designer
- R0059547 Mechanical Engineer
- R0059548 Senior Mechanical Engineer
- R0064064 Custodian, North Grounds
- R0063198 Custodian, Multiple Evening Shifts
- R0064062 Senior Welder for Utility Systems
- R0063909 Facilities Services Representative
- R0063926 Senior Pipefitter/Steamfitter
- R0063714 Carpenter
- R0063594 Systems Control Operator, Evening Shift
- R0063533 Electrician
- R0063546 Utility Locator/Damage Prevention Technician
- R0062310 Electrician
- R0063403 Elevator Mechanic
- R0063274 Preconstruction and Project Development Manager
- R0062705 Construction Administration Managers/Senior Construction Administration Managers
- R0062706 Construction Project Manager/Senior Project Manager
- R0062629 Metering Technician
- R0062674 Zone Maintenance Supervisor
- R0061815 Recycling Worker
- R0062358 Boiler Operator Assistant
- R0062357 Boiler Operator
- R0062359 Heat Plant Supervisor
- R0059247 Fire Systems Assistant Technician
- R0061980 Licensed Tradespeople (HVAC, Electrical or Plumbing), Shift (Various) Part and Full Time Available
- R0060165 General Services Technician
- R0060264 Instrumentation & Controls Technician
- R0060401 BAS Application Engineer
- R0059478 Access Control Technician or Senior Access Control Technician
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)

\* As of 9/9/2024