

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

03.17.2023



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Training Opportunity: Organizational Excellence - Choosing Everyday Courage *Speaking up and Standing Out* *Competently at Work*

March 28, 1:30-2:30 PM
Newcomb Hall Ballroom

- Learn about “competent courage” and what it means to speak out effectively to make your organization better without undue risk
- Explore how to practice it in small group scenarios!

Register: <https://at.virginia.edu/edRhoG>

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 Tradeswomen & Women Build

Thank you to the FM teammates who are volunteering with [Habitat for Humanity of Greater Charlottesville](#) to help build homes for our community. They installed drywall at Southwood on March 8 & 16 will be volunteering again on March 24.

If you're interested in volunteering, email Jessie Gammon at UAU5VC@virginia.edu.



The March 8 volunteer group at Southwood.

See more photos & coverage:

- FM Photo Album:
<https://at.virginia.edu/ahBFGd>
- NBC29 News coverage:
<https://at.virginia.edu/N5xqKq>
- CBS19 News coverage:
<https://at.virginia.edu/a9giXu>

Thank you

Thank you to Ryan McCarthy and Becky Hord for staffing the UVA Apprenticeship & Tradeswomen table at the UVA Staff Appreciation Breakfast on March 7 at Newcomb Hall.

If you're interested in helping be an Apprenticeship advocate or instructor, email FM-Apprenticeship@virginia.edu.



Social Media Takeover

Be on the lookout! We are 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 the latest contributions on UVA FM Apprenticeship's Facebook, Twitter, & Instagram:



APPRENTICESHIP

The Apprenticeship Job Application is Live NOW!

The job application for the next class of apprentices will be open until April 30, 2023.

A single application is posted for all apprenticeship tracks/trades. This application will be open to and welcomes all levels of experience. Applications for UVA FM positions are only accepted online via Workday. Current UVA employees must apply using their [Workday profile](#).

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.

See the posting: <https://at.virginia.edu/2023Apply4Apprenticeship>

Be sure you've joined [the email list](#) to receive updates: <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.

Apprentice Job Fair & 40th Anniversary Celebration

Alumni Hall

221 Emmet St S, Charlottesville, Virginia

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

Join UVA FM Occupational Programs, FM's HR Business Partners, current & former apprentices, and program retirees to celebrate 40 years of UVA Apprenticeship!

There will be no formal program for the Anniversary Celebration in order to maximize the amount of time folks can spend catching up with each other.



OCCUPATIONAL TRAINING

Leadership Connection: Difficult Decisions & Managerial Courage

Leading others and making difficult decisions is not easy and does not come naturally to all. Being courageous and making difficult decisions that impact your standing with the team can force anyone to pause and reflect. “**Managerial courage**” is a skill that takes work, effort, and practice. Author Karin Hurt shares that managerial courage is “*speaking with candor, being willing to act with incomplete information, timely decision making, and addressing performance issues*”. Hurt shares that courageous managers aren’t defined by one event but rather by several small events that manifest themselves over a career. These small micro-moments of courage lead to an environment of better performance and deeper connection and trust.



Mark Orr, FM
Occupational
Training and
Development
Specialist Senior
pne4yf@virginia.edu
Ph: 434-962-1020

A few daring tips for building managerial courage include:

1. Ask a colleague for feedback and act on it.
2. Open up with a bit of vulnerability. Share a bit about yourself and be interested in learning something new about each person on your team.
3. Address a performance issue.
4. Share an idea.
5. Experiment with a new approach.
6. Advocate for a team member.
7. Ask for help.

Courage is not a skill that all are born with, but it can be learned and practiced and perfected over time. By practicing consistency, honesty, and openness, you can achieve amazing results.

Read more

- “Managerial Courage: 7 Practical Ways to be a Bit More Daring” from Leaderonomics: <https://at.virginia.edu/2vr5Bs>
- “Managerial Courage – Can you be an effective leader without it?” from JKS Talent: <https://at.virginia.edu/aOfVe6>

Check out the following Workday e-Learning modules on courage and leading with courage:

- Leading in the Moment | Workday Learning: <https://at.virginia.edu/TYPAHn>
- Building the Courage to Speak Up and Stand Out at Work | Workday Learning: <https://at.virginia.edu/IsLQEq>
- Become a Courageous Female Leader | Workday Learning: <https://at.virginia.edu/LFBgZ2>

OCCUAPTIONAL TRAINING—CONTINUED

Upcoming Professional Development Opportunities

Advanced iPhone Training

This course is designed to introduce you to advanced iPhone tips and tricks to help you use this tool more efficiently at work.

Choose from two sessions/locations:

- March 21, 1:00-3:00 p.m., in Skipwith Hall, 112 - Upper Level Large Conference Room
- March 22, 9:30-11:30 a.m., in HSPP West Complex Level 'O' Conference Room

Register: <https://at.virginia.edu/zuotzS>

Practical Persuasion

Have you ever needed help or assistance or wanted to collaborate with someone that you work with? You may not have supervisory responsibility or the ability to direct someone to help you, but there are other techniques you can use to get the job done. One skill is the art of Practical Persuasion.

Choose from two sessions/locations:

- April 11, 1:00-3:00 p.m., in Skipwith Hall, 112 - Upper Level Large Conference Room
- April 12, 1:00-3:00 p.m., in HSPP West Complex Level 'O' Conference Room (G032)

Register: <https://at.virginia.edu/zuotzS>

Effective Negotiation

Negotiation is a practical skill that you knowingly, or unknowingly, participate in multiple times a day. Understanding the tools involved in effective negotiation, as well as planning for negotiation can make for dramatic improvements in your results. This course is designed to introduce fundamental negotiation skills and provide tools for future success with negotiation.

Choose from two sessions/locations:

- March 21, 1:00-3:00 p.m., in Skipwith Hall, 112 - Upper Level Large Conference Room
- March 22, 9:30-11:30 a.m., in HSPP West Complex Level 'O' Conference Room

Register: <https://at.virginia.edu/zuotzS>

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 >>

DIVERSITY, EQUITY & INCLUSION



What are “accommodations” and why do they matter?

- Barriers to employment, transportation, public accommodations, public services, and telecommunications have imposed staggering economic and social costs on American society and have undermined efforts by people with disabilities to receive an education, become employed, and be contributing members of society.
- By breaking down these barriers, the Americans with Disabilities Act (ADA) enables society to benefit from the skills, talents and purchasing power of individuals with disabilities and leads to fuller, more productive lives for all Americans.
- The University is committed to ensuring equal access to educational and employment opportunities for qualified individuals with disabilities, in compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 (Section 504), as well as other applicable state and local laws and University policy.
- Qualified individuals with disabilities are protected from discrimination, including harassment, and are entitled to reasonable **accommodations**, and auxiliary aids and services to ensure their participation in, and enjoyment of, all University programs, services, and activities.

Accommodation: A reasonable accommodation is a change, *modification, or adjustment to a policy, program, service, facility, or workplace that enables individuals with disabilities to participate and enjoy the same rights and privileges as others.*

- Examples of specific impairments that should easily be concluded to be disabilities include: deafness, blindness, intellectual disability, partially or completely missing limbs, mobility impairments, autism, cancer, cerebral palsy, diabetes, epilepsy, HIV infection, multiple sclerosis, muscular dystrophy, major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive-compulsive disorder, and schizophrenia. The second part of the definition protecting individuals with a record of a disability would cover, for example, a person who has recovered from cancer or mental illness.
- Examples of **accommodations** include: Examples of reasonable accommodation include making existing facilities used by employees readily accessible to and usable by an individual with a disability; restructuring a job; modifying work schedules; acquiring or modifying equipment; providing qualified readers or interpreters; or appropriately modifying examinations, training, or other programs. [Read more here.](#)



DIVERSITY, EQUITY & INCLUSION

What can you do?

At UVA:

- You can request **accommodations** for the application or interview process for prospective candidates
- You can request **accommodations** for third parties, including visitors to the university
- You can request **accommodations** for service animals

How do I request accommodations? Requests should be submitted to the employee's Employee Relations Consultant (ER Consultant), who will notify the employee's supervisor of the request

- The **Employee Relations Consultant** for FM is Michelle Darnell:
- kfh9mt@virginia.edu, (434) 459-8253

Important to know:

- If employees need assistance due to a disability in submitting a written accommodation request, they should contact the University's ADA Coordinator at ADACoordinator@virginia.edu or (434) 924-3295.
- **Note to Supervisors:** If a request is submitted directly to a supervisor, verbally or in writing, **the supervisor is responsible for promptly forwarding the request and/or notifying the ER Consultant.** The reasonable accommodation process begins when the written request for accommodation is received by the employee's supervisor.



Want to learn more?

- Visit the UVA ADA website: <https://eocr.virginia.edu/ada-coordinator>
- Visit the The Americans with Disabilities Act Questions and Answers website: <https://adata.org/guide/americans-disabilities-act-questions-and-answers>
- Call our Employee Relations Consultant to learn more about accommodations and what you can ask for—Michelle Darnell, (434) 459-8253
- Want more resources/info like this? Let us know— FM-DEI@virginia.edu

DIVERSITY, EQUITY & INCLUSION

UNIVERSITY OMBUDS

What Services does the Ombuds Provide?

The Ombuds will:

- Listen to you and discuss your problems/concerns, identifying and evaluating options to resolve problems.
- Provide information on resources within the University that may help you.
- Open avenues of communication and, while protecting confidentiality, make informal inquiries to gather relevant information.
- Serve as a neutral party and offer informal intervention upon request.
- Identify problem areas facing faculty, staff, and students and recommend changes in University policies and procedures.

Impartial



The University Ombuds acts in a neutral and transparent way by not taking sides, representing/advocating on behalf of an individual, conducting investigations, or rendering a judgment about an issue, but rather works to develop options to address issues that support empowerment and a fair process.

Independent



The University Ombuds Office is a separate office and function from the Office for Equal Opportunity and Civil Rights, Human Resources, Legal and other University administration and operates outside of ordinary line and staff structures.

Informal



The University Ombuds practices informally, with no management decision-making power, without accepting notice for the University, and by allowing an individual to speak off-the-record.

Confidential



The University Ombuds will protect the identity and confidential information shared by a contact, unless there is an imminent threat of serious harm.

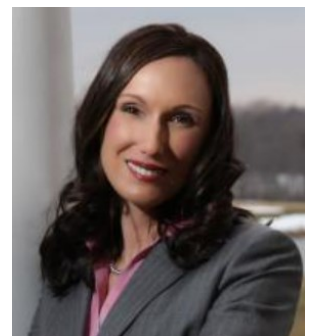
Amanda Monaco, UVA Ombuds

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

SCHEDULE AN APPOINTMENT

→ (434) 924-7819

→ ombuds@virginia.edu



DIVERSITY, EQUITY & INCLUSION

JOIN US

Co-working Space at Studio IX

PRESENTED BY

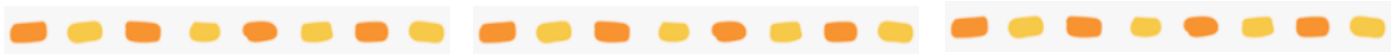
 + **Queer-ish Cville** +  Maxine Platzer Lynn Women's Center
AT THE UNIVERSITY OF VIRGINIA

Saturday March 18, 12-3 p.m.

AN AFTERNOON OF COMMUNITY AND ACTIVITIES



An afternoon of games, writing, crafting and community. Some games and craft supplies provided. Bring anything of your own you are working on or want to share.



Interested in 1-1 English Lessons?

- Contact FM Language Program Manager Emily Douglas at (434) 906-5810 or FM-DEI@virginia.edu
- Also reach out to Emily if you're interested in learning another language, including American Sign Language!



Any questions about DEI items, or like to share helpful items with employees? Reach out to Emily Douglas at (434) 906-5810 FM-DEI@virginia.edu

DIVERSITY, EQUITY & INCLUSION



Ramadan is the Muslim month of fasting. Practicing Muslim employees and students will be fasting from dawn until dusk (approx. 4:30 AM to 8:30 PM).

Fasting means NO FOOD and NO WATER. Ramadan celebrations often involve prayers late into the night.

It is not unusual to be up past midnight for prayers and then get up at around 4 am to eat before dawn and pray.

Ramadan 2023 will last approximately from March 22nd - April 21st.

Ramadan is scheduled on the lunar calendar so dates change each year.

Any questions about DEI items, or like to share helpful items with employees? Reach out to Emily Douglas at (434) 906-5810 FM-DEI@virginia.edu

OCCUPATIONAL HEALTH AND SAFETY

Did You Know? Cordless Tools

As battery-technology increases, cordless tools are continuing to become a normal part of the workplace. They provide many benefits to safety and productivity such as *reducing the use of extension cords, increased portability, and better access in remote areas.*

However, don't let the lack of a power cord fool you: most cordless tools still require many of the same **safeguards, precautions, PPE, and level of respect** as corded tools. Cordless tools can often have surprising levels of power for their size, so **maintaining safe practices like securing loose clothing and hair and securing the material properly (not holding in your hand) when cutting, drilling, or grinding remain important.**



Whereas unplugging *corded* tools often renders them safe for transport or adjustment, cordless tools may require different steps to safeguard users, such as removing the battery or putting the switch in the 'lock' position to prevent unexpected movement.

As always, reach out to your supervisor if there are tools or equipment that you are unsure or uncomfortable with the operating of before using.

For additional information, please see the following links and/or reach out to the FM-OHS team at FM-OHS@virginia.edu.

See the UVA FM Tool Safety Guidelines:
<https://at.virginia.edu/pCY8cH>

Read "5 Tips for Maximizing the Life of Power Tool Batteries" from Grainger:
<https://www.grainger.com/know-how/equipment-information/kh-5-tips-for-maximizing-life-of-power-tool-batteries>

OCCUPATIONAL HEALTH AND SAFETY

Tools for Your Toolbox: Mindful Communication

Mindful communication is the act of applying mindfulness to the way we interact with others.

There are four basic components to mindful communication:

1. Setting intentions
2. Being fully present
3. Remaining open and non-judgmental
4. Relating with compassion.



Here are some tips to help get you started!

- If the conversation is set around an event or meeting, **take the time to set intentions**. Ex: *My intentions are to have a working and healthy relationship with this person.*
- **Put your phone away**. Give the person speaking your **full attention**.
- **Make eye contact**.
- **Let the other person finish speaking** before you respond.
- **Intentionally see things from the other person's perspective**. This will help you attain empathy, compassion, and non-reactive communication.

Learn more about mindfulness from UVA FEAP:

<https://uvafeap.com/counseling-services/mindfulness>

"Mindfulness is a way of training your attention so you can bring it where you want and keep it where you want."

- DAN GOLEMAN, PH.D





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.

March 17: St. Patrick's Day

March 18: Awkward Moments Day

**March 19: World Folktales & Fables
Week**

**March 20: International Day of
Happiness**

March 21: Norwuz/Spring Equinox

March 22: Bavarian Crepes Day

March 23: Near Miss Day

March 24: Tick Bite Prevention Week

WELLNESS

Caught Up on Your Regular Immunizations?

With recent outbreaks of [meningococcal disease in Eastern Virginia](#) and [measles in Kentucky](#) near the Virginia border, now is the time to make sure you're up-to-date on your regular immunizations. Check out the [CDC's Immunization Schedule webpage](#) to see what vaccines you should have and/or contact your doctor to make sure you're on track and fully vaccinated.



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?

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



Mary Sherman

LCSW, CEAP
434.243.2643
mbs5n@uvahealth.org

Source: <https://at.virginia.edu/TNqoGS>

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 eehealth@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](#) until May 1. 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>

OCCUPATIONAL TRAINING

FM JOB LISTINGS

- R0042014 Facilities Planner
- R0040954 Senior Welder for Utility Systems
- R0040339 Operator/Pipe Layer or Senior Operator/
Pipe Layer
- R0035437 Sign Shop Worker
- R0042785 Custodial Services Supervisor - M-F,
5:00am-1:30pm
- R0045397 Custodial Services Worker - M - F 5:00 AM
- 1:30 PM
- R0045637 Custodial Services Worker: Monday - Fri-
day, 4pm - 12:30am
- R0045606 Zone Maintenance Supervisor
- R0045532 Senior Electronic Controls Technician
- R0045150 Senior HVAC Mechanic
- R0045494 Building Automation System Service Su-
pervisor
- R0041672 Senior Trades Utility Worker
- R0045495 Laboratory Specialist Intermediate
- R0045008 Associate Division Administrator
- R0045226 Custodial Services Worker: Monday - Fri-
day 11:00pm - 7:30am shift
- R0045104 Plumber Assistant
- R0045098 Drywall/Plaster Assistant
- R0045100 Carpenter Assistant
- R0045101 Mason Assistant
- R0045017 Zone Maintenance Supervisor
- R0036931 HVAC Mechanic
- R0042542 Controls Engineering Technician/ Senior
Controls Engineering Technician
- R0040639 High Voltage Electrician
- R0043054 Building Automation Systems (BAS) Man-
ager - Construction and Retrofit
- R0036157 Historic Mason - CC&R
- R0035502 Senior HVAC Mechanic, Night Shift,
6:00pm - 6:00am
- R0034384 Plumber
- R0044703 Custodial Services Manager
- R0044690 Trades Assistant
- R0044588 Metering Technician
- R0041096 Custodial Services Worker, Housing: M-F
8:00am-4:30pm
- R0037356 HVAC Mechanic or HVAC Senior Assistant
- R0044371 Electrician
- R0044386 Plumber Steamfitter
- R0044377 Senior Electrician
- R0044441 Senior Pipefitter/Steamfitter
- R0044445 Senior Welder for Utility Systems
- R0044253 HVAC Mechanic or HVAC Senior Assistant
- R0044024 Quality Assurance Inspector
- R0035630 Geospatial Space Technician
- R0034508 Electrician
- R0043939 Senior Electrician, Night Shift, 6:00pm -
6:00am
- R0043782 Arborist
- R0042421 Custodial Services Worker: Wednesday -
Sunday 12:00pm - 8:30pm shift
- R0038599 HVAC Mechanic
- R0036614 Licensed Tradespeople (HVAC, Electrical
or Plumbing)
- R0030791 Instrumentation & Controls Technician
- R0042856 Part-Time Custodial Services Worker: Sat-
urday - Sunday 12:00pm - 8:30pm shift (Wage)
- R0041953 Drywall/Plasterer
- R0041968 Senior Project Manager
- R0042051 Recycling Worker
- R0042962 Senior Carpenter
- R0042657 Carpenter - Construction & Renovation
Services
- R0034727 Mason - CC&R
- R0041410 Utility Locator/Damage Prevention Techni-
cian
- R0038218 Construction Administration Manager/
Senior Construction Administration Manager
- R0032242 Licensed Tradespeople (HVAC, Electrical
or Plumbing), Weekday Evening Shift Monday - Friday
3:30pm to 11:30pm
- R0041976 Computer Help Desk Tech (Student Wage)
- R0041476 IT Business Systems Analyst
- R0035626 Geospatial Space Analyst
- R0035775 Licensed Tradespeople (HVAC, Electrical
or Plumbing), Weekday Evening Shift Monday - Friday
3:30pm to 11:30pm
- R0031374 HVAC Mechanic



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.