

# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management



12.15.2023

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

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

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

- Your Mental Health Matters!
- FEAP+FM: Schedule a Session for Your Team!
- Community Resources
- Celebrate Lesser-Known Winter Holidays

### **APPRENTICESHIP**

- Save the Date: Job Fair on April 10
- Recruitment & School Visits

### **OCCUPATIONAL HEALTH & SAFETY**

- Tools for Your Toolbox: Grief During the Holidays
- Did You Know? Job Hazard Analysis

### **OCCUPATIONAL TRAINING**

- Holiday Reflections
- Welcome, New Employees!
- DUE TODAY:
  - Add Your Licenses & Certifications to Workday
  - Request Your Education Benefits
- View & Apply for FM Jobs



Facilities Management Occupational Programs wishes a happy and healthy winter break to all!

Thank you for a wonderful 2023 & we will see you in 2024!

The Occupational Programs team moves to Skipwith Hall on December 21!

Find us on the lower level closest to the Leake Building!



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

***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.



## DIVERSITY, EQUITY & INCLUSION

# Your Mental Health Matters!



That’s why we’re talking about it again here in the DEI section of this newsletter and why it’s featured in the OHS section of this newsletter each time.

- Check out these helpful tips at left to help manage stress and mental health during the holidays.
- Remember, *“While the holidays can be a time of celebration and joy for many, it also can be a period of stress, sadness, and loneliness for others—and sometimes can be particularly difficult for people living with mental health and substance use conditions.”*
- Always, always reach out to FEAP (Faculty Employee Assistance Program) with any questions or concerns this season and anytime—for FREE!

→ <https://uvafeap.com/>

→ Call FEAP—(434) 243-2643

→ Language services and accommodations are available upon request for FEAP sessions

### Additional Resources:

- [Manage Stress & Mental Health During the Holidays](#) (Includes the image linked above.)
- [Supporting Your Mental Health During the Holidays](#)

## FEAP + FM

FM DEI and OHS programs have partnered with FEAP to bring an in-person Mental Health presentation to your teams.

- Interested in scheduling a presentation? Email Emily Douglas at [em4hg@virginia.edu](mailto:em4hg@virginia.edu)

Questions or comments about DEI updates? [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)





# APPRENTICESHIP

Save the Date: Job Fair is April 10, 2024

**JOB FAIR**  
UVA FACILITIES MANAGEMENT & COMMUNITY APPRENTICESHIP

**10** WEDNESDAY, APRIL 10  
9:30 - 11:30 AM

UVA ALUMNI HALL  
221 EMMET STREET S.  
CHARLOTTESVILLE, VA

APPRENTICES, ON-THE-JOB TRAINERS, PROGRAM INSTRUCTORS & UVA HR WILL BE AVAILABLE TO ANSWER YOUR QUESTIONS.

Take the first step in your new career.

FEATURING the UVA FM Apprenticeship Program & local businesses hiring apprentices or other entry-level positions.

Apprenticeship  
"learning by doing"

## Recruitment for the Next Cohort of Apprentices is Underway!

Do you know of a classroom or group that would benefit from learning more about how to become a UVA Apprentice? The [UVA FM Apprenticeship team](#) is reaching out to local schools and workforce development groups to recruit applicants for the next class of apprentices. Outreach includes school visits, job fairs, and/or customized workshops. Expected onboarding for this group will be in summer 2024.

Email [FM-Apprenticeship@virginia.edu](mailto:FM-Apprenticeship@virginia.edu) to learn more.

## Outreach and Recruitment Opportunities:

- **Job or Career Fair:** We can be scheduled to attend your school or school districts' job fairs, just send us the details!
- **Informational table set up** during school lunch blocks with a program representative available to answer questions.
- **A classroom or auditorium presentation** for career & technical education-focused students or students interested in starting a hands-on career following high school.
- **A virtual Zoom session** can be scheduled with a group for a Q&A session with a program representative and/or current apprentice.

## Learn more about the program:

→ **Application Process & About the Program:**

<https://apprenticeship.fm.virginia.edu/application.html>

→ **Curriculum & Work Processes:** <https://apprenticeship.fm.virginia.edu/curriculum.html>



## OCCUPATIONAL HEALTH AND SAFETY

### Tools for Your Toolbox: Grief During the Holidays

The holiday season can be especially challenging if you're dealing with the death of someone close to you. Whether it was a recent loss or one that occurred some time ago, feelings of grief can be heightened and may seem overwhelming during the holiday season.

Some strategies to help with the challenges that arise with grief during the holidays:

- Set boundaries with holiday events.
- Honor old traditions and honor memories.
- Identify grief coping skills — Check out [these balanced affirmations!](#)
- Ask for help! Grief counseling and support groups are excellent ways to find support.



[FEAP has resources available](#) as well, check out [their tip of the month on grief!](#)

*Remember, you are your own unique person. Honor your process and go at your own pace.*

### Did You Know? Job Hazard Analysis

A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess hazards and hazardous situations in both commonly performed jobs and non-routine jobs. A job hazard analysis (JHA), sometimes referred to as a job safety analysis, helps you identify and control unrecognized hazards, as well as hazards that might emerge when a new process or piece of equipment is introduced.

Create a plan before conducting a JHA:

- ★ Gather your team.
- ★ Identify jobs that are candidates for JHAs.
- ★ Decide how you will record the results of the JHA.
- ★ Establish the process to follow up and address the hazards identified in the JHA.



See the great OSHA guide on creating a JHA: <https://at.virginia.edu/v6RSJH>

Be sure to check out [the JHA example](#) and [blank JHA form provided on the OHS website!](#)





# OCCUPATIONAL TRAINING

## Holiday Reflections:

### The Joy of Sharing Your Skills

The holiday season is more than just a time for festive decorations and family gatherings—it's an opportunity to pass down valuable skills & knowledge through multi-generational learning, especially in the realm of skilled trades. For many of us, whether you're a seasoned professional or apprentice just starting your journey, the holidays offer a unique setting to bridge the gap and foster a sense of community.

For many of us here in FM, the exchange of hands-on expertise is a time-honored tradition. During the holidays, experienced craftspeople often take the initiative to share their wealth of knowledge with family members. This passing of the torch goes beyond the confines of a workshop or jobsite, creating a sense of camaraderie that strengthens the bonds between generations.

In many families, holiday gatherings become impromptu workshops, with seasoned workers demonstrating their techniques and tricks of the trade to eager learners. Whether it's carpentry, welding, plumbing, or electrical work, these sessions serve as informal classrooms where the principles of craftsmanship are taught through storytelling and hands-on experience.

This is not only about the transfer of technical skills but also about instilling the values of hard work, dedication, and craftsmanship. More experienced workers can share their stories of triumphs and challenges, providing insights into the evolution of their trade over the years. This tradition helps the younger generation appreciate the legacy they are inheriting and understand the importance of preserving and advancing these skills.

The holidays can serve as a time to introduce the joy of their craft to family members who may be considering a career in the skilled trades. Hands-on activities and small projects around the house become the perfect opportunity to ignite the spark of interest in potential apprentices, turning holiday gatherings into recruitment grounds for the next generation of skilled professionals.

## **NEW EMPLOYEE ONBOARDING**



### Joining FM as of December 4:

(listed from left to right):

#### **Back row:**

- **Christopher Williams**, Senior Trades Utility Worker, HSPP Zone 2
- **Kyle Bourne**, Welder, E&U
- **Travis Kidd**, Senior Trades Utility Worker, HSPP Zone 2
- **Cornelius Johnson**, Custodial Services Worker, Newcomb
- **Michael Ballard**, Construction Project Manager, C&RS
- **James Delfinado**, Temp, CC&R Design Services

#### **Front row:**

- **Mason Stayments**, General Services Worker, Sign Shop
- **Logan Kendle**, Construction Project Manager, C&RS
- **Nkere Baraka**, Custodial Services Worker, Newcomb
- **Suyapa Yamileth Burgos Velasquez**, Custodial Services Worker, Newcomb
- **Gillian Sheinfeld**, Custodial Services Worker, Newcomb





# SEASONAL REMINDERS DEADLINES TODAY!

## EDUCATION BENEFITS

**DEADLINE TO REQUEST: DEC. 15**

*Are you leaving money on the table?*

Up to **\$5,250** for eligible employees:

- **Professional Development:** Up to \$2,000, leaving up to \$3,250 to be used toward the Tuition Benefit
- **Tuition:** The full \$5,250 may be used for tuition toward a degree-seeking program

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



## Add Your Licenses & Certifications to Workday

Starting January 1, trades licenses & certifications will be managed via Workday.

Download the quick how-to guide:

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

If you have questions about either of the deadlines above, email [FM-Training@virginia.edu](mailto:FM-Training@virginia.edu).

## COMMUNITY RESOURCES

Connect or volunteer with local organizations who can assist with basic needs such as housing, clothing, utilities, and food.

For UVA employees: <https://uvafeap.com/counseling-services/community-resource-support>

For other community members:

Local Street Sheets\* at <https://tinyurl.com/covidresourceguidecville>, including:

- Public Meals
- Emergency Food
- Substance Use Support
- Mental Health Support & Treatment
- Literacy / GED / Education
- Physical Health Support & Treatment
- Sexual Assault Advocacy & Services
- Veterans Support Services
- Discrimination Services
- Employment Services
- Clothing
- Transportation
- Housing Resources

\* These are updated quarterly by local volunteers.



## READ: "CANDLES, POMEGRANATES & LANTERNS: CELEBRATING LESSER-KNOWN WINTER HOLIDAYS"

Check out this UVA Today article to learn about 3 winter holidays celebrated throughout history and across the world:

- ★ Dec. 17: Saturnalia
- ★ Dec. 21: Yalda Night (on the winter solstice)
- ★ Feb. 10: Lunar New Year (on different dates each year)

Read more: <https://at.virginia.edu/JIIMST>



# 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.

**December 15: International Tea Day**

**December 16: National Chocolate  
Covered Anything Day**

**December 17: Festival of Winter  
Walks**

**December 18: Bake Cookies Day**

**December 19: Hard Candy Day**

**December 20: Go Caroling Day**

**December 21: Winter Solstice**





# 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://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)

## FM JOB LISTINGS\*

- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0051133 Electrician
- R0053761 Facilities Services Representative
- R0051985 Electrical Engineer/Engineering Associate
- R0055555 Project & Construction Management Supervisory Team Leader
- R0049741 Sign Shop Worker
- R0052510 HVAC Mechanic
- R0054244 Engineering Team Leader – Mechanical / Plumbing / Electrical Design
- R0053078 Senior Trades Utility Worker
- R0055428 Custodial Services Supervisor, Building Services
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0054554 Building Automation System (BAS) Service Supervisor
- R0047417 Mason - CC&R
- R0055280 Construction Project Manager/Senior Project Manager
- R0044377 Senior Electrician
- R0054347 Instrumentation & Controls Technician
- R0054950 Electrician/Electrician Senior Assistant
- R0053783 Heat Plant Operator
- R0048313 Senior HVAC Mechanic, Evening Shift, 3:00pm - 11:30pm
- R0054717 Assistant Director for Construction Services
- R0044371 Electrician
- R0055475 Chiller Plant Zone Supervisor
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0052744 Plumber
- R0046590 Utility Locator/Damage Prevention Technician
- R0049244 Welder
- R0052326 Senior Electrician
- R0051116 Recycling Worker
- R0052184 Custodial Services Worker, Housing: M-F 8:00am-4:30pm
- R0053076 Custodial Services Worker - Evening Shift
- R0052325 Electrician
- R0049672 Fire Suppression Systems Technician
- R0055378 Custodial Services Worker (Part Time) 5am - 10am
- R0055377 Custodial Services Worker (Part Time) 4am - 9am
- R0053753 Custodial Services Worker - Multiple shifts available!
- R0054806 Construction Project Manager
- R0049950 Plumber Senior Assistant
- R0053226 HVAC Mechanic or HVAC Senior Assistant

\* As of 12/12/2023