

# The Occupational Programs Bi-Weekly Wrap Up

UVA Facilities Management

01.12.2024

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

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- FM Passport Program Launches Learning Journey for New Supervisors
- Welcome, New Employees!

## **Highlight: Apprenticeship Instructors Earn Certificates on Fundamentals of Training and Facilitation**

This training was facilitated by the Association for Talent Development. Topics covered included:

- ★ Applying effective training techniques to encouraging participation.
- ★ Facilitating with confidence, creating a positive learning environment, and managing challenges.
- ★ Designing learner-centric materials, learning objectives, and exercises.



*Photo provided by  
Keith Woodson,  
UVA FM OP.*

***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.

## OCCUPATIONAL HEALTH AND SAFETY

### Tools for Your Toolbox: Protect Yourself & Others from Illness

Viruses that cause illnesses like flu, COVID-19, and respiratory syncytial virus (RSV) are especially active in winter. Take care to protect yourself and others from becoming infected:

- **Get immunized!** – Flu & COVID-19 shots are covered by your UVA insurance. Talk to your doctor if you would like to know more about RSV immunization.
- **Seek testing if you have symptoms or have been exposed** – Tests, some of which are available for at-home use, can quickly detect these viruses so you can quickly seek treatment and take action to protect your family, friends, and coworkers.
- **Effective treatments are widely available** – Anti-viral medications are available for flu and COVID-19 and can reduce the likelihood of severe illness, hospitalization, and death.
- **Masking, physical distancing, washing hands, and improving air-flow** in the places where you live and work provide additional protection for everyone.

Learn more from the US Centers for Disease Control & Prevention:

<https://www.cdc.gov/respiratory-viruses/tools-resources/index.html>

If you're sick:

- ★ Stay home.
- ★ Get tested.
- ★ See your doctor.

### Did You Know? Winter Advisory Definitions & Safe Driving

Winter weather is looming. Know the meaning of the different weather advisories! View them here: <https://at.virginia.edu/LDljFh>

If you must drive in wintry conditions, make sure to do so safely! Here are some tips to keep you and others on the road safe:

- **Make a plan.** Notify your supervisor you are on the way or may be late.
- **Increase your follow distance:** Add 5-6 seconds between you and the person in front of you.
- **Try not to brake hard, slow down progressively.**
- **Take your time!**
- **Keep your speed steady.** This allows better control of the vehicle.
- **Increase and decrease your speed slowly.**
- **Keep the vehicle's tank at least half full.**
- **Do not use your phone while driving.**

Check out FM's Temperature Extremes Program to help stay safe in the cold:

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



## DIVERSITY, EQUITY & INCLUSION



Division for Diversity,  
Equity, and Inclusion

2024

# COMMUNITY MLK CELEBRATION

***The Constant Pursuit of Justice***  
***January 15 - 31, 2024***

***mlk.virginia.edu***

**#UVAMLK**

- [Keynote Event: Rev. Dr. William J. Barber II, "We Are Called to Be a Movement"](#)
  - Thursday, January 25, 2024 - 6:00pm
  - Paramount Theater



### New Interpretation App Available for FM Employees

- Used by UVA Health, and now FM, the app connects our employees to trained interpreters 24/7 in 400 languages.
- Some ways the Globo app can be used are:
  - Explaining information to a customer, supervisor or fellow employee.
  - Assisting in a one-on-one meeting with an employee.
  - Helping employees access FM resources.
- [Learn more here](#) or contact [FM-DEI@virginia.edu](mailto:FM-DEI@virginia.edu)



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



# APPRENTICESHIP

## Save the Dates! Upcoming Apprenticeship Info Sessions & School Visits

**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"

### UVA Apprenticeship at William Monroe High School College & Career Expo

March 28, 2024, 8:15 AM – 4:00 PM at William Monroe HS Cafeteria & Outdoor Commons

Representatives from the UVA Apprenticeship Program will be participating at this event which provides businesses, colleges, and organizations the opportunity to showcase their career and educational opportunities to Greene County middle and high school students.

### UVA Apprenticeship at MTC Regional Kick-Start Job Fair

April 11, 2024, 9 AM – 2:30 PM at Rockingham County Fairgrounds (4808 South Valley Pike, Rockingham, VA 22801)

Representatives from the UVA Apprenticeship Program will be participating with a table at Massanutten Technical Center's Regional Kick-Start Job Fair, which aims to connect over 1,000 career & technical education (CTE) students with local employers/establishment representatives to learn about employment opportunities within CTE fields.

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

## 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.

## OCCUPATIONAL TRAINING

### FM Passport Program Launches Learning Journey for New Supervisors

Occupational Training is excited to announce our first learning journey designed to equip new or newly promoted supervisors with information and resources to help them succeed in their role.

This journey launches Jan. 31.

Topics will include:

- Performance Management
- Employee Relations Overview
- Policy and Compliance
- UVA HRBP's role
- FEAP
- Finance Overview
- FM's Business Model
- The life of a Purchase Order, Invoice, and T & E transactions
- Procurement tips
- Safety
- AiM Work Management
- Workday for Supervisors
- ....and more!

Email

[FM-Training@virginia.edu](mailto:FM-Training@virginia.edu) if you have any questions!

### **NEW EMPLOYEE ONBOARDING**



#### Joining FM as of January 2:

*(listed from left to right)*

##### **Back row:**

- **Justin Moore**, Senior Electrician, McCormick Zone
- **Anthony Alesiani**, Electrician, Central Grounds Zone
- **Gumi Salat**, Recycling Worker
- **Ali Al Mohem**, Senior Trades Utility Worker, Housing Maintenance
- **Andrew Benson**, Heat Plant Operator, E&U

##### **Middle Row:**

- **Colby Leche**, Carpenter, Newcomb Zone
- **Lachuman Rai**, Custodial Services Worker, Pinn Hall
- **Mohammad Noori**, Carpenter, C&RS
- **Rocco Orlando**, Heat Plant Operator, E&U

##### **Front row:**

- **Katherine Interiano**, Custodial Services Worker, Housing Custodial
- **Hem Kala Gurang**, Custodial Services Worker, Pinn Hall
- **Gail Woodfolk**, Custodial Services Worker, Housing Custodial



# 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.

**January 12: Stick to your New Year's Resolution Day**

**January 13: Calennig (Welsh New Year)**

**January 14: National Mocktail Week**

**January 15: Martin Luther King Day**

**January 16: National Nothing Day**

**January 17: Museum Selfie Day**

**January 18: National Thesaurus 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://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\*

- R0053761 Facilities Services Representative
- R0051985 Electrical Engineer/Engineering Associate
- R0055555 Project & Construction Management Supervisory Team Leader
- R0056072 Help Desk Analyst
- R0049741 Sign Shop Worker
- R0052510 HVAC Mechanic
- R0054244 Engineering Team Leader – Mechanical / Plumbing / Electrical Design
- R0055428 Custodial Services Supervisor, Building Services
- R0045925 Custodial Services Supervisor, Evening Shift (Sign-On Bonus!)
- R0047417 Mason - CC&R
- R0055280 Construction Project Manager/Senior Project Manager
- R0054347 Instrumentation & Controls Technician
- R0054950 Electrician/Electrician Senior Assistant
- R0048313 Senior HVAC Mechanic, Evening Shift, 3:00pm - 11:30pm
- R0054717 Assistant Director for Construction Services
- R0055475 Chiller Plant Zone Supervisor
- R0055689 Trades Utility Worker
- R0044371 Electrician
- R0056251 Heat Plant Operator
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0046590 Utility Locator/Damage Prevention Technician
- R0052744 Plumber
- R0056252 Heat Plant Operator Assistant
- R0055712 HVAC Mechanic or Senior Assistant, Housing
- R0056250 Heat Plant Supervisor
- R0056385 Locksmith Assistant
- R0052184 Custodial Services Worker, Housing: M -F 8:00am-4:30pm
- R0052326 Senior Electrician
- R0051116 Recycling Worker
- R0055378 Custodial Services Worker (Part Time) 5am - 10am
- R0055377 Custodial Services Worker (Part Time) 4am - 9am
- R0055708 Custodial Services Worker (Part Time) 5pm - 10pm
- R0055710 Custodial Services Worker (Part Time) 6pm - 11pm
- R0055819 Custodial Worker, Housing: M - F, 4:30pm to 1:00am
- R0055818 Custodial Worker, Housing: Sunday - Thursday, 11:30pm - 8am
- R0052325 Electrician
- R0049672 Fire Suppression Systems Technician
- R0054806 Construction Project Manager
- R0053226 HVAC Mechanic or HVAC Senior Assistant
- R0049950 Plumber Senior Assistant
- R0054819 Program Director, Emmet Ivy Corridor, University of Virginia

\* As of 1/10/2024