

Section 1 - Introduction to Job Enrichment

The Physical Facilities Department (PFD) provides educational opportunities and training, bonuses, promotions, and recognition for classified (hourly) employees completing job enrichment requirements. It is expected that employees will take advantage of this opportunity for success. The program requires a personal commitment and cooperation to invest the time and effort necessary to achieve success. By participating in this program, you indicate that you accept these responsibilities.

Requirements for Promotion Through Job Enrichment

1. Meet application requirements
2. Maintain satisfactory evaluations (performance and attendance)
3. Complete prescribed curriculum
4. Complete prescribed skill assessment
5. Meet minimum timelines
6. Be recommended for and pass the PFD Qualification Board (For Master - level III)

1. Application Requirements

- ?? Submit to the PFD Training Manager a completed Job Enrichment Agreement. (If the supervisor finds the person ineligible for the program, he/she will notify the applicant and division director in writing, specifying the areas that need improvement including suggestions for ways to remedy the situation.)
- ?? Achieve a passing score on the Test for Adult Education (TABE).
- ?? Have a satisfactory performance and attendance record with no written disciplinary reports or suspensions for the preceding 12 months. Unsatisfactory performance or attendance is defined by evaluation marks of “Does not meet minimum standards” or “Unsatisfactory.”

2. Evaluations (performance and attendance)

Maintaining a satisfactory performance and attendance record as indicated above, is critical for entrance into the program, continuation in the program, and ultimately for advancement. If the employee's on-the-job performance or attendance becomes unsatisfactory, the participant may be removed from the program. After a 12 month period of documented satisfactory performance and attendance has been established, the employee may be reinstated into the program.

3. Curriculum

Individual job enrichment programs (Sections 3-8) contain unique and specific requirements. However, all programs contain the following elements in their curriculum:

- ?? **Safety:** General safety courses based on PERRP (Public Employees Risk Reduction Program) requirements
- ?? **Trade-specific Professional Courses:** Courses that provide trade-specific skills and knowledge
- ?? **Certification Requirements:** For those positions that require certification
- ?? **General Knowledge:** Basic academic courses such as math and reading fundamentals

In certain programs, if the participant misses two classes, the course must be repeated. This criterion will be stated in the appropriate written programs.

For courses taken external to PFD, the grading criteria in the course outline will be accepted with a grade of “C” being the minimum acceptable. In courses where a pass/fail grading is assigned, the student must “pass.” In courses where a numerical system is assigned, the student must receive a grade of at least 70%.

Participants of in-house training must take a written exam. The participant must receive a score of 80% in order to receive credit for the course.

Requests to receive credit for previously attained education, training, and job skills in lieu of job enrichment courses must be pre-approved by the PFD Job Enrichment Review Board (PFD SOP 311). The evaluation must be performed by an outside contractor and must contain the elements identified in paragraph 4 (Skill Assessment) below.

4. Skill Assessment

The following criteria will be followed to assess performance and skill levels for the purpose of job enrichment credit:

- ?? Knowledge of safety
- ?? Appropriate use of tools
- ?? Use of proper procedures
- ?? Appropriate knowledge and use of required documents

Skill assessments for the purpose of promotion (as opposed to course substitution) can be accomplished by the individual’s supervisor or an outside contractor. The individual must display knowledge of safety issues involved in the performance of the skill, competency in the use of any required documentation that must be kept or generated in relation to the job, use of proper procedures and the ability to identify appropriate resource materials. Upon completion of the assessment, a written report complete with any checklists used during the assessment must be submitted to the PFD Training Manager for credit.

5. Service Time Requirements

The length of time employees must serve in each position prior to advancement to the next classification is identified in the individual programs (Sections 3-8).

6. The PFD Qualification Board (In case of Master [Level III])

In addition to completing specified curriculum and skill assessments, candidates for promotion to Master must:

1. Have a high school diploma or GED
2. Appear before and be approved for Master by the Job Enrichment Qualification Board. To be eligible to appear before the Board, the candidate must meet all academic and general requirements and be recommended by his/her immediate supervisor, department manager, and division director. The purpose of the Board interview is to make certain that the employee meets all Master criteria required by persons elevated to this advanced position. In addition to the knowledge, skills and job performance requirements further qualifying factors for promotion to Master classification include evidence of personal leadership and interpersonal skills. If the Board determines that the candidate has successfully fulfilled all categories and there is a vacant Master classification position, the employee will be promoted and receive the appropriate salary increase. If a Master classification position is not available, the employee will be placed on a roster for promotion at a later time.

For information regarding Board membership and Board consideration procedures see SOP 312 (PFD Job Enrichment Qualification Board).

Course Attendance

For job enrichment courses available only outside scheduled work hours, it is the participant's responsibility to attend as required for course completion. Work schedules will not be specifically adjusted to include job enrichment courses outside the participant's normal work schedule.

For job enrichment courses available only during scheduled work hours supervisors may, depending on the workload and other work considerations, approve attendance during work hours. Should the workload not allow attendance during work hours and if the participant so requests, supervisors are encouraged to make allowances in scheduled work hours or grant the use of comp or vacation time to meet the needs of both the participant and the University.

Course Fees and Related Expenses

PFD will fund course fees and required textbooks. PFD will fund only one Job Enrichment course at a time unless pre-approved by the appropriate director and the Manager, Training and Staff Development.

The cost of travel associated with job enrichment courses is the responsibility of the participant. In special instances where long distant travel is involved and when pre-approved, PFD may compensate participants for all or part of expenses incurred.

Reclassification and Bonus

- ?? Upon completion of any level of the program other than Master, the employee may be paid a one-time bonus and a permanent salary increase appropriate to the individual program.
- ?? Upon completion of all academic requirements to the Master classification, the employee will be paid a one-time bonus.
- ?? Upon Qualification Board recommendation for promotion and Master classification position availability, the employee will receive the appropriate permanent salary increase.

Permanent salary increases are paid in accordance with current Miami University policy.

The bonus award for completion of academic requirements at all levels except master level is \$500.00. The bonus award for completion of academic requirements for the master level is \$1,000.00.

Requirements to Retain Master Status

It is important to remember that with promotion to master comes an additional responsibility to be a trainer, a positive role model, and a technical expert within the field of endeavor. Master level employees are expected to assist PFD in on-going training and to maintain a professional demeanor at all times.

- ?? A Master classified employee is required to attend a minimum of 16 class hours of seminars and workshops every two years. The division director and PFD manager will determine specific recommendations.
- ?? A Master must maintain a satisfactory or better job performance evaluation.
- ?? A Master must be willing to accept new work assignments as required.

Section 2 - Promotion Opportunities

The following diagrams illustrate job enrichment career development opportunities within PFD. An entry-level employee must plan for their career progression and are encouraged to pursue available training opportunities to enhance their chances of being the best qualified applicant for available openings in the chosen career path. Promotion opportunity does not imply automatic advancement. Applicants for a posted vacancy must meet the qualifications established by the University for that job.

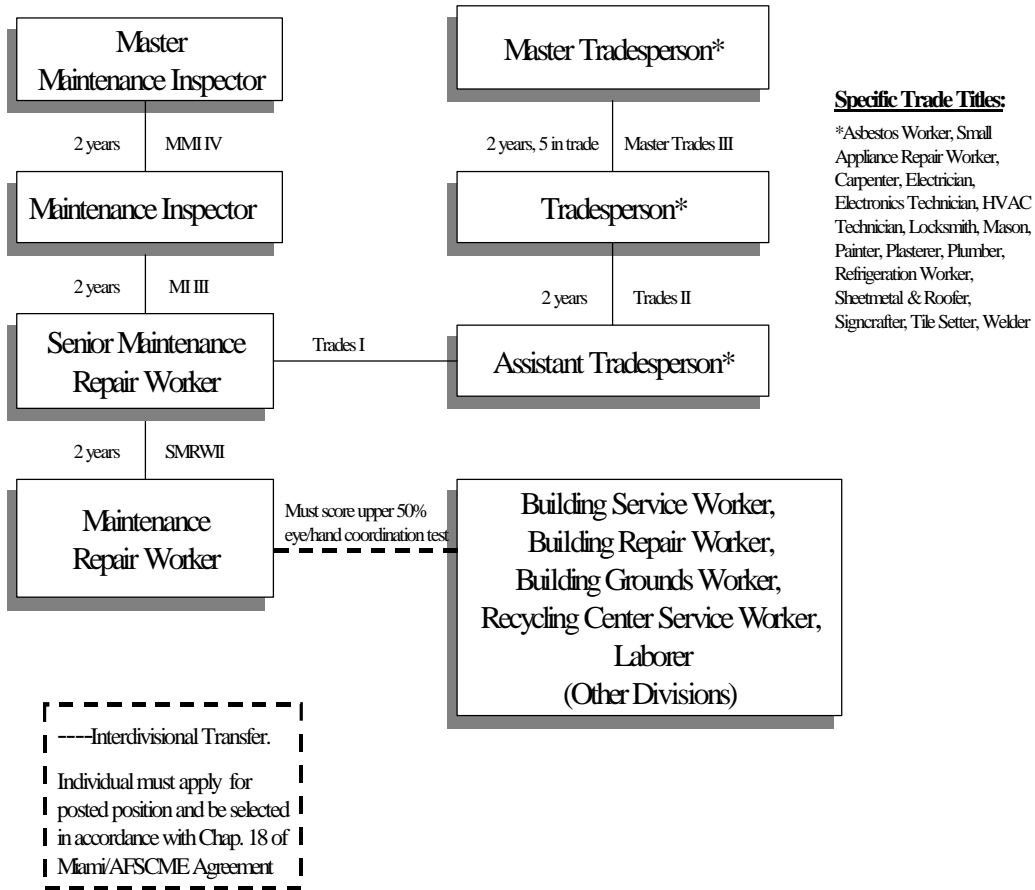
Employees, in their application to participate in the job enrichment program, will choose a career path. Participants who choose to change a career path after two courses in the original path must attend any further qualifying courses in the new career path on their own time, at their own expense. However, once the employee is selected for a position within that new career path, PFD will resume responsibility for payment of job enrichment course fees and textbooks.

Dotted lines in the diagrams represent those positions within PFD that have no job enrichment requirement. However, those positions may have job qualification requirements that the interested employee should prepare for in order to be qualified to compete for the position. Training, other than job enrichment, that the employee chooses to attend to be better qualified for a position will be done on the employees own time and at their own expense.

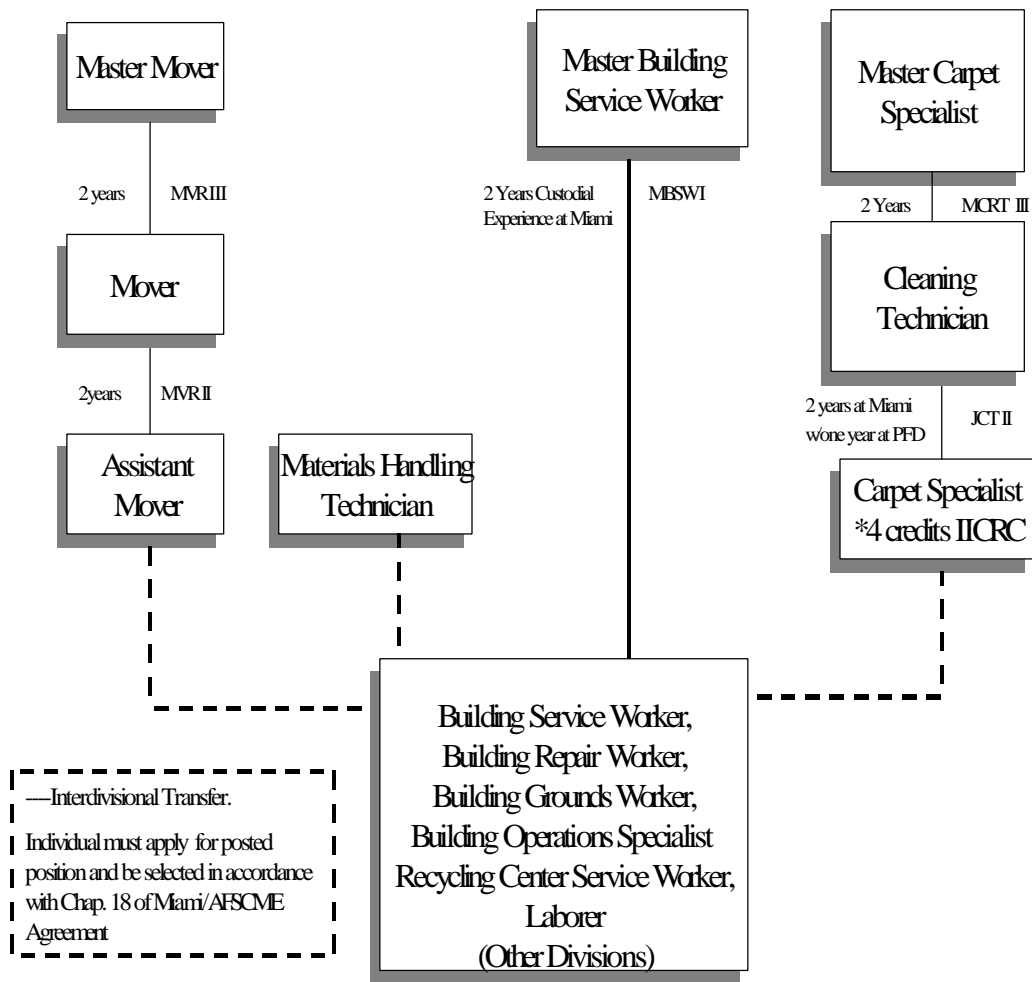
Solid lines in the diagrams indicate those positions within PFD that have job enrichment requirements that must be completed before an employee is eligible to be considered for the position under AFSCME/MU Agreement Article 18. Without having completed the specified job enrichment curriculum, internal applicants for promotions will compete with other applicants (both internal and external) solely on the basis of “best qualified”.

Service time requirements and job enrichment programs are noted between position levels. Individual job enrichment programs are described in detail in sections 3-8.

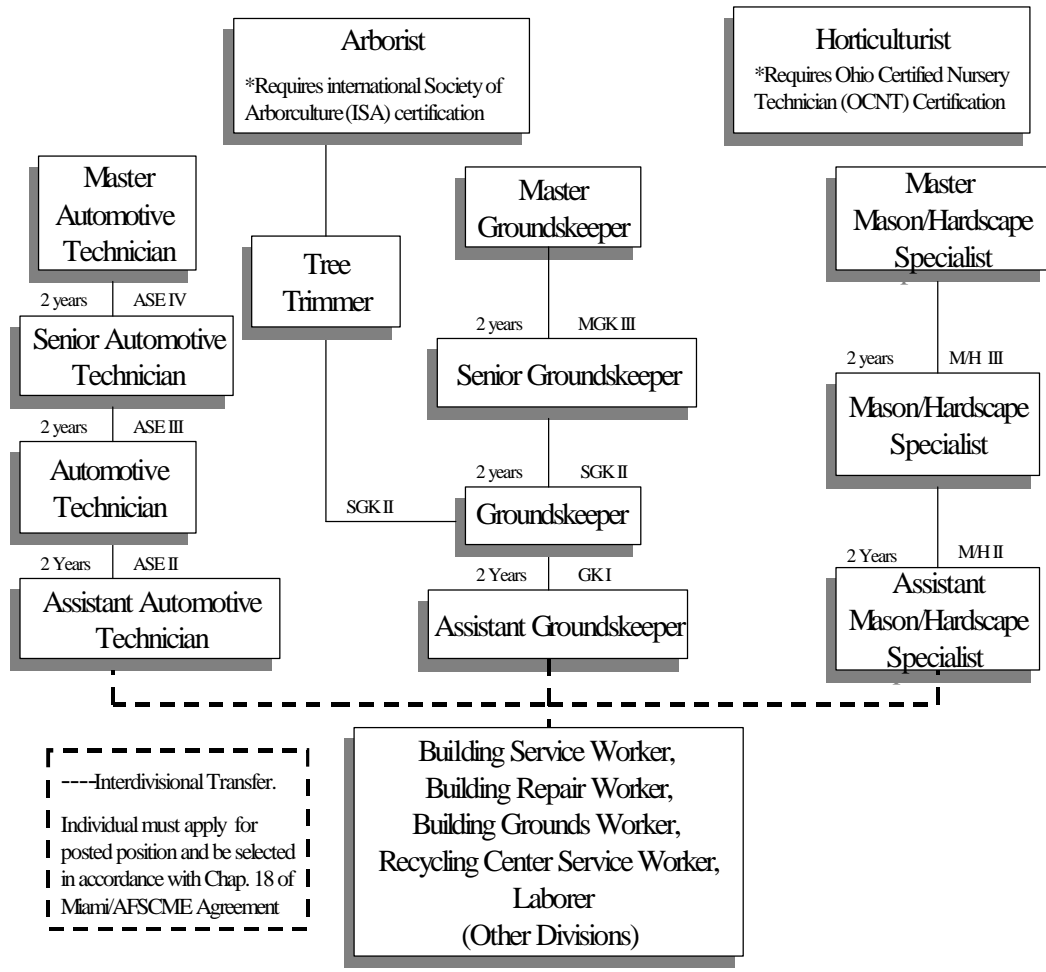
Building Maintenance Progression Opportunities



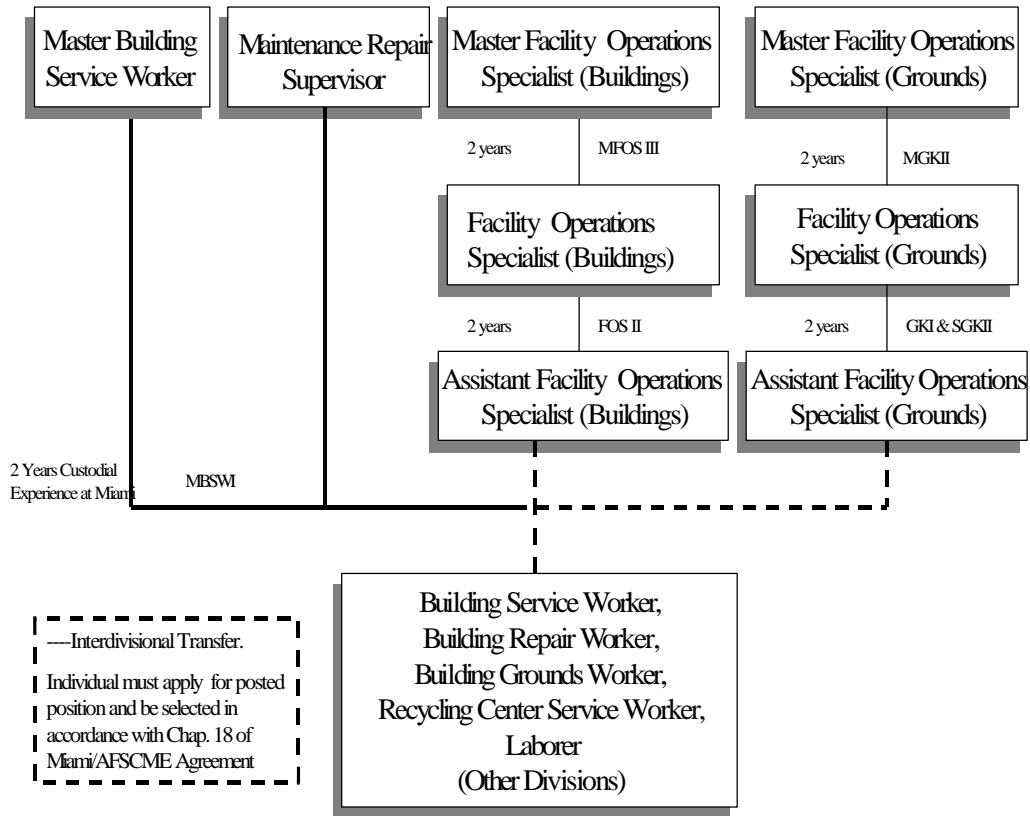
Building Services Progression Opportunities



Campus Services Progression Opportunities



Special Facilities Progression Opportunities



Utility Group (Engineering) Opportunities

Master Utility Systems
Maintenance Specialist

2 years | MUSMS III

Senior Utility Systems
Maintenance Specialist

2 years | SUSMS II

*Utility Systems
Maintenance Specialist

*Must obtain Stationary Engineer
License within 4 years

Master Stationary
Engineer

2 years | Stationary Engineer License Upgrade
and MSE III

Senior Stationary
Engineer

2 years | SSE II

Stationary Engineer

Stationary Engineer License

--- Interdivisional Transfer.
Individual must apply for posted
position and be selected in
accordance with Chap. 18 of
Miami/AFSCME Agreement

Building Repair Worker,
Building Service Worker,
Building Grounds Worker
Recycling Center Service Worker,
Laborer
(Other Divisions)

Section 3 - Building Maintenance

Building Maintenance Trades Job Enrichment

The Building Maintenance Job Enrichment program has separate curricula for three classifications for each of the skilled trades.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Building Maintenance programs.

Curriculum

Maintenance Repair Worker (MRW I)

?? Score in the upper 50 percentile on the eye/hand coordination test

Senior Maintenance Repair Worker (SMRW II)

?? blueprint reading (construction trades)

?? shop math

?? tool usage and safety (in-house)

?? Basic Connections

?? Maintenance Repair Basic Course

Maintenance Inspector (MI III)

?? Fire alarm system

?? Elevator rescue (in-house)

?? OSHA safety inspection class

?? Grounds knowledge (in-house)

?? Advanced Connections

Master Maintenance Inspector (MMI IV)

?? Asbestos awareness (8 Hour)

?? Safety Regulations (OSHA 1 week course)

?? Basic Computers

?? Electrical Safe Work Practices

Skilled Trades

Assistant Air Quality Technician (AAQT I)

?? Basic electricity and ESWP safety

?? Basic mechanics

?? Basic air conditioning and refrigeration (universal cert. type 1 & 2)

?? General HVAC class (pumps, drives, fans, cooling towers, bearings)

Air Quality Technician (AQT II) (Choose any four courses)

?? Pneumatic building controls

- ?? Maintenance and troubleshooting
- ?? DDC controls
- ?? Electrical controls as it applies to HVAC and Refrigeration
- ?? Indoor air quality for non-industrial environments (BWC 16 hrs.)
- ?? *Elective:* Troubleshooting controlled environment chambers

Master Air Quality Technician (MAQT III) (Choose any three courses)

- ?? Absorption chillers
- ?? Advanced D.D.C. class
- ?? Advanced Pneumatic
- ?? Commercial air conditioning (Trane NOT D.R. Lee)
- ?? Reciprocating chillers OR centrifugal chillers OR screw machines OR elective

Assistant Small Appliance and Equipment Repair (ASAR I)

- ?? Algebra
- ?? Basic electricity (to include D.C./A.C. fundamentals)
- ?? Basic mechanics
- ?? Electrical Safety

Small Appliance and Equipment Repair Specialist (SARS II)

- ?? Appliance repair seminars
- ?? Electrical controls
- ?? Basic refrigeration
- ?? Gas fired kitchen equipment seminars (flue gas safety)

Master Small Appliance and Equipment Repair (MSAR III)

- ?? Basic electronics
- ?? C.F.E.S.A. certification*

*C.F.E.S.A. Certification Commercial Food Equipment Service Association. There is certification available in three areas, electrical, plumbing and steam.

Assistant Asbestos Worker/Insulator (AAW/I I)

- ?? 40 hour asbestos worker course (safety)
- ?? Basic plumbing
- ?? Basic carpentry
- ?? 2 hour OJT insulation procedures, Fiberglass pipe insulation - steam (hot and cold) pipes
- ?? Ladder\Scaffolding Fall protection
- ?? Respirator physical exam that certifies person to wear respirator
- ?? Hand tool safety

Asbestos Worker/Insulator (AW/I II)

- ?? 40 hours asbestos abatement supervisors course ODH worker course
- ?? Basic Electric / Basic Safe Work Practices
- ?? Basic math
- ?? 2 years OJT of insulation requirements-Rubatex application and duct work insulating

Master Asbestos Worker/Insulator (MAW/I III)

- ?? OSHA course on safety regulations (1 week course)
- ?? 8 hour annual refresher
- ?? 2 years OJT of insulation requirements - Vessel insulating (hot water tanks, etc.)

Assistant Carpenter (AC I)

- ?? Basic mechanics
- ?? Construction materials
- ?? Basic carpentry fundamentals
- ?? Hand tool safety

Carpenter (C II)

- ?? Door and panic hardware service and installation (seminar or in-house)
- ?? LCN closed service and install (seminar)
- ?? Floor and wall framing layout (in-house)
- ?? Ladder, fall protection

Master Carpenter (MC III)

- ?? Estimating
- ?? Roof framing (seminar or in-house)
- ?? Cabinetmaking

Assistant Electrician (AE I)

- ?? Algebra
- ?? Basic mechanics
- ?? Electrical formulas
- ?? AC-DC fundamentals

Electrician (E II)

- ?? Transformers and power systems
- ?? Lighting systems (NELA pack)
- ?? Motor controls
- ?? NEC codes
- ?? Lock/out Tag/out
- ?? Electrical safe work practices

Master Electrician (ME III)

- ?? Fire alarm systems
- ?? Relay Protection
- ?? High Voltage Switching
- ?? Fundamentals of Metering

Assistant Electronic Technician (AET I)

- ?? Algebra and trigonometry
- ?? DC fundamentals
- ?? AC fundamentals
- ?? Installation of pipe and bending (in-house)
- ?? Basic mechanics
- ?? Basic electrical safe work practices

Electronic Technician (ET II)

- ?? Motorola radio repair
- ?? Electronic circuitry
- ?? Integrated circuits
- ?? Sound system operations installation

Master Electronic Technician (MET III)

- ?? Digital electronics
- ?? Software (computer basics)
- ?? Communication electronics elective to meet N.A.B.E.R. or FCC licensing requirements
- ?? A/C variable frequency drive controls

Assistant Locksmith (AL I)

- ?? How to identify cylinder keys and blanks
- ?? Duplicating cylinder keys
- ?? Duplicating flat keys
- ?? Making standard and antique bit keys
- ?? Fitting keys to warded padlocks
- ?? What is lock security?
- ?? Lever locks
- ?? The pin tumbler cylinder (changing combinations and fitting first keys)
- ?? Asbestos awareness
- ?? Hand tool safety

Locksmith (L II)

- ?? Keying alike and master keying
- ?? Legal problems
- ?? Disc tumbler cylinder
- ?? Reading disc tumbler cylinders

The following pertain to automotive locks and are not relevant to Miami's locksmith program. However, they may be necessary in order to continue the Institute program.

- ?? Lock picking
- ?? Lock handles
- ?? Luggage locks

- ?? Interchangeable core systems
- ?? Schlage wafer tumbler locks
- ?? Lock bodies
- ?? Mortise lock sets
- ?? Fitting keys by impression
- ?? Extruded pin tumbler padlocks
- ?? Typical locksmith jobs
- ?? Key control systems
- ?? Safe lock combination changing
- ?? Servicing safe deposit locks
- ?? Economics of locksmithing

Master Locksmith (ML III)

- ?? Safes (in-house)
- ?? Estimating
- ?? Electronic locks (in-house)
- ?? Elective

Assistant Mason (AM I)

- ?? Basic mechanics
- ?? Construction materials
- ?? Masonry fundamentals
- ?? Erecting scaffolding and fall protection
- ?? Hand tool safety

Mason (M II)

- ?? Basic carpentry (in-house)
- ?? Drafting
- ?? Builder's math

Master Mason (MM III)

- ?? Estimating
- ?? Historical preservation
- ?? Specialty brickwork (corner work, level work, architectural)

Assistant Painter/Plasterer (*AP/P I)

- ?? Safety Training - (ladders, scaffolding, rigging, shop equipment and personal safety)
- ?? HazCom - (MSDS, right to know, labeling, spill containment)
- ?? Basic knowledge of tools of trade

Painter/Plasterer (P/P II)

- ?? Identify Building Materials (In-house test)

- ?? Basic Plaster and Drywall Repair (In-house test)
- ?? Painting, Staining and Papering (In-house test)
- ?? Paint Spraying Equipment (Hands-on test) (In-house)
- ?? Tinting Skills (Hands-on test) (In-house)

Master Painter/Plaster (MP/P III)

- ?? Estimating and Blue Print Reading (As related to Paint) (In-house test)
- ?? Leveling and Finishing Floors (In-house test)
- ?? American School of Paper Hanging Trades (Video Based)
- ?? Furniture Refinishing
- ?? Advanced Painting Techniques (In-house test)
- ?? Advanced Custom Color Matching and Tinting (Hands-on test) (In-house)
- ?? Advanced Plastering Techniques

? Level I training is not a requirement to obtain the assistant level, but is a requirement before conclusion of probationary period within the classification.

Assistant Pest/Animal Control Technician (AP/ACT I)

- ?? Ohio Department of Agriculture “Safety Training Guide for Training Servicemen” Supervisor Certification
- ?? Division of Wildlife, Ohio Department of Natural Resources Wild Animal Trapping regulations test
- ?? Fall Protection and Scaffolding Safety

Pest/Animal Control Technician (P/ACT II)

- ?? Licensed in categories 7, 10, A, B, D, by Ohio Department of Agriculture as a public operator
- ?? HAZ-MAT and MSDS

- ?? Grounds 100 series classes:
 - ?? 101 Pesticide Safety I
 - ?? 106 Insect and Disease Control I

Master Pest/Animal Control Technician (MP/ACT III)

- ?? Course in General Chemistry
- ?? License Renewal Classes with National Pest Control Assoc. and The Ohio Department of Agriculture

Assistant Plumber (AP I)

- ?? Basic plumbing
- ?? Basic electricity
- ?? Water systems and sewage (pipe, water, steam)
- ?? Basic mechanics
- ?? Electrical Safety

Plumber (P II)

- ?? Steam distribution course

- ?? Plumbing codes
- ?? Water softeners
- ?? Welding (In-house)
- ?? Valves class
- ?? Welding Safety

Master Plumber (MP III)

- ?? Mechanical conveying systems (3 day)
- ?? Basic air conditioning and refrigeration
- ?? Basic pneumatics
- ?? Backflow or sprinkler
- ?? Pumps

Assistant Roofer (AR I)

- ?? Basic mechanics
- ?? Mechanical fasteners
- ?? Blueprint reading
- ?? High-lift certification
- ?? Carlisle roofing seminar
- ?? Fall Protection

Roofer (R II)

- ?? Erect scaffolding
- ?? Build up roof (in-house or hands on test)
- ?? Basic carpentry (framing)
- ?? Metal roof standing seam (to include gutters & downspouts)

Master Roofer (MR III)

- ?? Shurweld/Carlisle 4 day training
- ?? Cost estimation
- ?? General OSHA Safety Course

Assistant Sheetmetal Worker (ASW I)

- ?? Fall protection
- ?? Basic sheet metal
- ?? Basic mechanics
- ?? Machine guarding

Sheetmetal Technician (ST II)

- ?? Sheetmetal fittings (angles, elbows, etc. course will include fabrication, application, installation, and machinery)
- ?? Basic welding and soldering
- ?? Welding safety

Master Sheetmetal Technician (MST III)

- ?? Cost estimation
- ?? Blue print reading
- ?? General OSHA Safety training

Assistant Sign Crafter (ASC I)

- ?? Basic mechanics
- ?? Design Fundamentals
- ?? Fundamental English
- ?? HazCom - MSDS

Sign Crafter (SC II)

- ?? Basic computer/software
- ?? Typography
- ?? Basic graphic design

Master Sign Crafter (MSC III)

- ?? Design Systems
- ?? Identity and Information Systems
- ?? Advanced computer/software

Assistant Tile Setter (ATS I)

- ?? Basic mechanics
- ?? Construction materials
- ?? Masonry fundamentals
- ?? Erecting scaffolding (safety)

Tile Setter (TS II)

- ?? Basic carpentry (in-house)
- ?? Drafting
- ?? Tile setting (in-house)
- ?? Mortars and mixing
- ?? Asbestos awareness

Master Tile Setter (MTS III)

- ?? Estimating
- ?? Historical preservation
- ?? Strength of materials
- ?? Elective

Assistant Welder (AW I)

- ?? Basic mechanics
- ?? Arc welding
- ?? Shop math
- ?? Oxy-acetylene welding and cutting safety

Welder (W II)

- ?? Algebra or elective
- ?? Advanced arc welding
- ?? Basic pipe fitting
- ?? Drafting
- ?? Structural layout and design
- ?? Arial lifts Safety

Master Welder (MW III)

- ?? Geometry or elective
- ?? Metallurgy
- ?? Mig and Tig welding
- ?? Structural welding certification

Service Time Requirements

From:	To:	Service Time:
MRW	Sr. MRW	1 year
Sr. MRW	Assistant	1 year
Assistant	Tradesperson	2 years
Tradesperson	Master	2 years, 5 years in

trade*

* 5 years at Miami in the trade includes time spent as an Asst. or Tradesperson.

Given adequate documentation, the 5 years in the trade may be waived for outside experience.

Section 4 - Building Services

Master Building Services Worker

Building service workers are stationed in campus buildings and are therefore highly visible to the university community. The Master Building Services job enrichment program is designed to develop the technical skills and talents of the employee and is structured to increase the ability to work collaboratively with internal and external customers.

Master Building Service workers will be expected to serve as team/project leader, assist in on-going training and provide positive reaction in emergency situations.

Participants in the program will complete approximately six months of training provided by Miami University personnel and housekeeping professionals from outside the university. Participants will learn the organization of the Physical Facilities Department and Miami University in addition to extensive housekeeping, job, and communication skills.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Building Services programs.

Curriculum

- ?? Communication and Organizational Skills
- ?? Department Organization, Policies & Procedures
- ?? University Organization
- ?? Tours
- ?? Equipment Care and Maintenance
- ?? Floor Care Program

Service Time Requirements

From:	To:	Service Time:
Building Service Worker	Master Building Service Worker	2 years Custodial

Experience at Miami

Building Repair Worker

Building Repair Workers (BRW) may attend the Senior Maintenance Repair Worker (SMRWII) job enrichment classes. Employee's who complete that level will receive a bonus and may be eligible for compensation through the provisions of PFD SOP 313.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Building Services programs.

Curriculum

Senior Maintenance Repair Worker (SMRW II)

- ?? blueprint reading (construction trades)
- ?? shop math
- ?? tool usage and safety (in-house)
- ?? Basic Connections
- ?? Maintenance Repair Basic Course

Building Grounds Worker

Building Grounds Workers (BGW) may attend the 100 level Grounds Maintenance job enrichment classes. Employee's who complete that level will receive a bonus and may be eligible for compensation through the provisions of PFD SOP 313.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Building Services programs.

Curriculum (PFD on-site)

Groundskeeper 100 Series (GK I)

- 101 - Pesticide Safety I
- 102 - Plant Nutrition I
- 103 - Woody Plant Identification, Installation & Pruning I
- 104 - Turfgrass Management I
- 105 - Weed Control I
- 106 - Turfgrass Insects and Disease
- 107 - Herbaceous Plant Identification, Care and Planting
- 108 - Integrated Pest Management & Operations & Care of Small Equipment

Carpet and Upholstery Technician

The carpet and upholstery technician program has three levels of formal training; carpet cleaning specialist, cleaning technician, and master cleaning and restoration technician. All technical courses are conducted by the Institute of Inspection, Cleaning and Restoration Certification (IICRC).

Each participant will receive course scheduling material and certification information from the IICRC. Participants are required to attend and successfully pass all appropriate examinations to attain four (4) certification credits.

Each participant is responsible for keeping current on dates and locations of courses, completing registration forms and submitting all documentation to the Manager of Training and Staff Development for processing. In addition to IICRC requirements, participants must attend and successfully complete a 12-16 hour in-house customer service program.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Building Services programs.

Curriculum

Courses to be completed and credit equivalent:

?? Certified Carpet Cleaning Technician	2 credits
?? Certified Upholstery and Fabric Cleaning Technician	2 credits
?? Certified Water Damage Restoration Technician	2 credits
?? Certified Odor Control Technician	1 credit
?? Certified Repair and Reinstallation Technician	2 credits

Carpet specialist (CS I) - (total, 4 credits)

- ?? Certified Carpet Cleaning Technician
- ?? any other 2-credit certified IICRC class

Cleaning technician (CT II) (total, 8 credits)

- ?? Satisfactorily complete two additional 2-credit certified IICRC classes
- ?? Maintain current certification with IICRC
- ?? Satisfactorily complete the in-house customer service program

Master cleaning & restoration technician (MCRT III) (total, 11 credits)

- ?? Satisfactorily complete two additional certified IICRC cleaning classes
- ?? Maintain current certification with IICRC
- ?? Serve as journeyman cleaning & restoration technician for 24 months

Carpet Care Program

- ?? Types of carpeting

- ?? Fiber contents
- ?? Topical treatments (i.e. 3M “Scotchguard”)
- ?? Restoration of topical treatments
- ?? Matting
- ?? Chemical Carpet Cleaning
- ?? Ultrasonic Cleaning Equipment

Training

- ?? Department Orientation and Training
- ?? How to conduct on the job training
- ?? Machinery, Projects, and Procedures

Service Time Requirements

From:	To:	Service Time:
Carpet Specialist	Cleaning Technician	2 years at Miami w/1 year at

PFD

Cleaning Technician	Master Cleaning and Restoration Technician	2 years
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Trucking and Special Services

There are two levels of formal training in the Trucking and Special Services program: Mover and Master Mover. The program is designed to provide advancement opportunities for members of Trucking Services and Recycling.

Eligibility

Employees in Trucking Services or Recycling may enroll in the program following successful completion of the probationary period. Section 1, Application Requirements, details the general entrance requirements for all Building Services programs.

Curriculum

Mover (MVR II)

- ?? Commercial Drivers License (CDL) - Class B
- ?? Basic Connections (On-site)
- ?? Safety Inspections -- Equipment and Job Site
- ?? Fork Lift Certification
- ?? Basic Driving Skills (Defensive Driving)
- ?? First Aid -- CPR

Master Mover (MMVR III)

- ?? CDL - Haz-Mat -- Class A/ Passenger Endorsement
- ?? Basic Supervision
- ?? Train the trainer

- ?? Communication
- ?? Introduction to Computers

Service Time Requirements

From:	To:	Service Time:
Assistant Mover	Mover	2 years
Mover	Master Mover	2 years

Section 5 - Campus Services

Grounds Maintenance

There are two grounds maintenance job enrichment program options. Employees may attend the PFD in-house grounds maintenance job enrichment program training series or attend the Cincinnati State Technical and Community College Grounds Management Degree Program. When an employee begins classes at Cincinnati State, all three levels must be completed there. Classes at CSTC are structured differently than the PFD on-site sessions. Each CSTC course is distinct and does not necessarily build on information learned in a previous course.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Campus Services programs.

Grounds Maintenance In-House

The in-house program has 3 levels of formal training referred to as the 100, 200 and 300 series. For the 100 & 200 Series a 70 percent classroom grade must be achieved before taking the skills tests. Upon completion of the skills test, both classroom and skills grades will be averaged. This average must be 70 percent for the employee to be recommended for promotion by his supervisor. For the 300 Series a 70 percent classroom grade must be achieved before taking the skills tests. Classroom and skills average must be 80 percent to be recommended for promotion.

If a participant is absent from a class in a series for the second time, he/she will not be eligible for advancement or a bonus; the entire series must be repeated. In the case of an emergency situation, the division director and PFD Manager, Training and Staff Development may waive this requirement.

Curriculum (PFD on-site)

Groundskeeper 100 Series (GK I)

- 101 - Pesticide Safety I
- 102 - Plant Nutrition I
- 103 - Woody Plant Identification, Installation & Pruning I
- 104 - Turfgrass Management I
- 105 - Weed Control I
- 106 - Turfgrass Insects and Disease
- 107 - Herbaceous Plant Identification, Care and Planting
- 108 - Integrated Pest Management & Operations & Care of Small Equipment

Groundskeeper 200 Series (SGK II)

- 201 - Pesticide Safety II
- 202 - Plant Nutrition II
- 203 - Woody Plant Installation & Pruning II
- 204 - Turfgrass Management II
- 205 - Weed Control II
- 206 - Insect & Disease Control II
- 207 - Woody Plant Identification II
- 208 - Herbaceous Plant Identification and Care II

Master Groundskeeper 300 Series (MGK III)

- 301 - Pesticide Safety III
- 302 - Plant Nutrition III
- 303 - Woody Plant Installation & Pruning III
- 304 - Turfgrass Management III
- 305 - Weed Control III
- 306 - Insect & Disease Control III
- 307 - Woody Plant Identification III
- 308 - Herbaceous Plant Identification and Care III

Cincinnati State Technical College

Employees who participate in the CSTC program in lieu of the in-house Grounds Series must successfully complete any three (3) courses from the CSTC curriculum to be eligible for promotion to the next higher level. Courses will be completed based on CSTC requirements.

100 - Groundskeeper (GK I)

- 3501 Soils and Plant Nutrition
- 3502 Horticulture Science

- 3510 Small Engine Maintenance Repair
- 200 - Senior Groundskeeper (SGK II)**
 - 3504 Woody Plant ID1
 - 3508 Turfgrass Management
 - 1502 Human Relations
- 300 - Master Groundskeeper (MGK III)**
 - 3532 Landscape Management
 - 3531 Entomology, Plant Pathology
 - 3505 Herbaceous Plant Materials
- Master Continuing Education Electives**
 - 3528 Greenhouse Management
 - 3596 Nursery Management I, II, III
 - 3533 Irrigation
 - 3507 Arboriculture
 - 3509 Principals of Landscape Design
 - 3511 Landscape Construction
 - 3536 Turfgrass Culture
 - 3537 Turfgrass Pests
 - 3538 Turfgrass Practices

Tree Trimmer

After successfully completing the 200 series groundskeeper course, the employee is eligible to apply for a tree trimmer position when an opening is available. Within six months of accepting a tree trimmer position, the employee is required to attend and successfully pass the Institute of Arboriculture and Urban Forestry Basic Arborist class.

Arborist

Certification by the International Society of Arboriculture (ISA)

Continuing Education

Arborist certification requires a minimum of 30 continuing education credit hours every 3 years in order to be re-certified.

Ohio Dept. of Agriculture Certification

In addition to passing the class proficiency tests, employees in the groundskeeper, senior groundskeeper, and tree trimmer classes are encouraged to achieve and maintain Ohio Department of Agriculture (ODA) certification and license as Public Operators in the categories of Ornamental Plant and Shade Tree Pest Control (general) and Turf Pest Control. The ODA conducts an annual pesticide certification school and testing program.

Grounds personnel may be certified as Public Operators for a period of three years by accumulating training credit at annual ODA pesticide training schools, ODA recognized workshops and seminars, or by re-examination.

Training Progression

Employees wishing to take advantage of the formal job enrichment training program are required, regardless of their classification, to begin at the entry level (100 series) and may continue for *credit only* through the level that is designed to allow them the opportunity to advance. No bonus is awarded for taking a series below the employee's current classification.

An employee may audit (no test or credit given) any training series one level below or one level above his/her current classification level. However, participation requires approval of the supervisor. If class size is limited, priority goes to eligible employees who have not previously taken job enrichment courses for credit and are preparing for advancement to the next classification level.

Employees who have achieved certification for advancement and are waiting for a vacant position may audit the same course and choose to be retested. If a higher test score is received, it will supercede any previous score.

Service Time Requirements

From:	To:	Service
Time:		
Asst. Groundskeeper	Groundskeeper	2 years
Groundskeeper	Sr. Groundskeeper or Tree Trimmer	2 years
Sr. Groundskeeper or Tree Trimmer	Master	2 years
Groundskeeper or Master Arborist		2 years

Automotive

Certification by the National Institute for Automotive Service Excellence (ASE) will be used as the evaluation criteria for promotion and reclassification for the automotive technician, senior, and master classifications. Automotive technology courses to prepare for ASE certification are available from Butler County Joint Vocational School District and Ivy Tech State College. Certification testing will be scheduled and administered by the National Institute of Automotive Service Excellence and consists of eight categories:

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Campus Services programs.

Curriculum

Auto Technician (AT II)

- ?? Brakes
- ?? Suspension and Steering
- ?? HazMat Awareness
- ?? Oxygen Fuel Gas Safety

Senior Auto Technician (SAT III)

- ?? Engine Repair
- ?? Engine Performance
- ?? Electrical Systems

Master Auto Technician (MAT IV)

- ?? Automatic Transmissions/Trans-axles
- ?? Manual Drive Train and Axles
- ?? Heating, Air Conditioning and CFC Certification
- ?? Servicing of single piece Rim wheels

Examinations are scheduled by the National Institute every six months. Applicants taking the examination for the same class for the second time will share one-half the cost of testing with the university. The applicant will bear the full cost for subsequent examinations of the same class.

Continuing Education

ASE requires certified automotive technicians to be re-tested and re-certified every five years. Master automotive technicians are required to attend a minimum of 16 hours of seminars or workshops every two years that relate to supervision and management techniques.

Service Time Requirements

From:	To:	Service Time:
Asst. Auto Tech.	Auto Tech.	2 years
Auto Tech.	Sr. Auto Tech.	2 years
Sr. Auto Tech.	Master Auto Tech.	2 years

Grounds Hardscape

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Campus Services programs.

Curriculum

Mason/Hardscape Specialist (M/H II)

- ?? Handtool Safety
- ?? Basic Carpentry (in-house)
- ?? Builder's Math/Drafting
- ?? Masonry Fundamentals
- ?? Signage Installation and Maintenance
- ?? Fence Installation and Repair

Master Mason/Hardscape (M M/H III)

- ?? Estimating
- ?? Grounds100 Series
- ?? Grounds 200 Series
- ?? Specialty Brickwork
- ?? Basic Mechanics

Service Time Requirements

From:	To:	Service Time:
Asst. Mason/Hardscape	Mason/Hardscape Specialist	2 years
Mason/Hardscape Specialist	Master Mason/Hardscape	2 years

Section 6 - SATSS

The Supervisory, Administrative, and Technical Support Staff (SATSS) Program is the only PFD Job Enrichment program that allows for transition to and from the Personnel Department SATSS Program and the Housing, Dining and Guest Services Job Enrichment Program. The three programs have been developed to provide similar incentives so SATSS employees may move across departments in their career development without significant interruption of job enrichment achievements. PFD SATSS employees are not eligible to participate in job enrichment programs associated with other departments within Miami University. Participation in the PFD SATSS job enrichment program will be discontinued if the employee leaves the Physical Facilities Department.

Design of the PFD Administrative Support Staff Job Enrichment Program curriculum is intentionally flexible to allow for the broad range of skill competency requirements, and staff members' varied levels of experience, knowledge, and educational background. Location and training resources are also flexible to accommodate employees' personal responsibilities and obligations, as well as varied work schedules.

Eligibility

New PFD employees who meet the Requirements of the Program (Section 1) may begin the PFD SATSS Program at any time and are eligible for the first bonus award upon completion of 12 months of employment. Employees transferring from other departments within Miami University who were actively participating in other job enrichment programs may have any coursework completed after their last award in the previous program reviewed for possible credit to the PFD SATSS program. Transferring employees will begin the PFD SATSS program at the same level attained in the previous program (See "Curriculum Requirements" in this section.) Section 1, Application Requirements, details the general entrance requirements for all PFD Job Enrichment programs.

Course Registration

Once accepted into the PFD job enrichment program, the participant becomes responsible for her/his own progression. If the employee is enrolling in a Miami University course, he/she must go through the standard University admission procedures.

In order to initiate the registration and payment process for courses held at another institution or a self-study program, a completed PFD "Training Opportunity Approval Application Form" along with the appropriate class registration form must be submitted to the PFD Manager of Training and Staff Development.

A self-study course must be satisfactorily completed within six months of its purchase. If the employee fails to meet this requirement, he/she will not be permitted to register for any additional courses until the University is reimbursed for the cost of the

self-study material.

Record Keeping

It is the responsibility of the program participant to submit the original course grade or certificate of completion to the PFD Manager of Training and Staff Development. After the training has been recorded, the original document will be returned. Training credit will not be given if the participant fails to pass written or skill-based examinations.

Incentive Awards and Recognition

A one-time bonus of \$500 will be awarded each time the employee earns 225 points in the program with a minimum of 12 months between bonus awards. *Bonus awards are limited to one per 12 month period with not less than 12 months between awards*

The employee will become eligible for a promotion in-place after earning 450 points and having satisfied a 24 month service time requirement. Once the employee earns two bonus awards, meets the 24 month time and job performance requirements, **and** demonstrates on-the-job skill proficiency, the appropriate division director will make a recommendation regarding a permanent four percent increase in the hourly rate of pay. The participant's job title will not change. SATSS employees at Miami are eligible for no more than 3 promotions in-place.

Curriculum Requirements

For new PFD employees who have not participated in other Miami University Job Enrichment Programs, courses taken prior to employment at PFD will not be credited toward job enrichment requirements. New PFD employees who were actively participating in the personnel Department SATSS and/or the Housing, Dining and Guest Services Job Enrichment Programs may receive credit for courses completed after their last promotion in-place award in the previous program. New employee's training records will be reviewed and assessed by the PFD Manager, Training and Staff Development for conversion of credit to the PFD SATSS Program. A course taken within the past ten years cannot be retaken for credit in the job enrichment program. Most courses can be taken in any sequence. However, some may have prerequisites. No courses may be duplicated. Subsequent courses on the same topic must be at an advanced level of learning and have prior approval of the appropriate director. There is no specific time period in which the program must be completed.

The SATSS Job Enrichment curriculum includes courses in Management and Business, Communication and Human Relations, Computers and Office Skills, plus optional Electives. Courses not currently listed require approval of the Division Director

and Manager, Training and Staff development. The employee must acquire a total of 225 points and complete courses in at least two of the three major sections to be eligible for a bonus award.

Curriculum for SATSS

Management and Business Courses

Miami University (37.5 points per credit hour)

BTE 101 Introduction to Accounting I
BTE 102 Introduction to Accounting II
BTE 103 Introduction to Finance
BTE 109 Quantitative Business Methods-An Introduction
BTE 202 Payroll Records and Accounting
BTE 203 Computerized Accounting
BTE 204 Cost Accounting
BTE 205 Corporate Accounting
BTE 206 Non-Profit Accounting
MPT 221 Introduction to Financial Accounting
MPT 222 Introduction to Managerial Accounting
MPT 223 Accounting Systems
MPT 224 Survey of Accounting Systems
MPT 321 Intermediate Financial Accounting
MPT 322 Corporate Financial Reporting
MPT 333 Managerial Cost Accounting
MPT 334 Advanced Cost Accounting
MPT 468 Accounting for Nonprofit Institutions
MPT 205 Business Statistics
MPT 305 Applied Regression Analysis in Business
BTE 111 Introduction to Management
BTE 128 Office Management-An Introduction
BTE 207 Management Planning and Control
BTE 225 Office Problems
BTE 227 Records/Information Management and Control
BTE 241 Management of Business Operations
BTE 243 Management-Worker Relations
MPF 111 Introduction to Business

Hamilton Job Development Center (1 point per class hour)

Fundamentals of Accounting I - Class Hours 24

Ivy Tech State College (37.5 points per credit hour)

ACC 101 Accounting Principles I

SPC 204 Statistical Concepts and Techniques
 BSA 071 Critical Thinking
 BUS 103 Office Administration
 AOT 221 Office Management and Procedures
 AOT 210 Office Systems and Technology Management
 SUP 205 Techniques of Leadership
 SUP 102 Techniques of Supervision I
 SPC 103 Employee Participation Techniques & Quality Improvements
 LOG 103 Marketing
 ETH 101 Introduction to Ethics

D. Russell Lee Career Center (1 point per class hour)

Accounting-Basic - 18 Class Hours

American Management Home Study Courses (10 points per CEU)

Successful Leadership-CD Rom	2 CEUs
How to Supervise in Today's Workplace-CD Rom	2 CEUs
Time Management-CD Rom	2 CEUs
Successful Essentials (20 topics)-20 Audio	2 CEUs
Managing Your Time to Achieve Your Goals-4 Audio	1 CEU
Taking Control with Time Management-3.5 "template disk"	1 CEU
How to Manage Your Priorities-3.5" disk	1 CEU
Getting More Done Through Delegation	2 CEUs
Managing Conflict-3 Audio	1 CEU
Skills for Success: A Guide for Secretaries and Admin Assistants	2 CEUs
First-Line Supervision	2 CEUs
How to be an Effective Supervisor-4 Audio	1 CEU
How to Delegate Effectively-4 Audio	1 CEU

Communication and Human Relations Courses

Miami University (37.5 points per credit hour)

MPF112 Composition and Literature
 MPF 111 College Composition
 DSC 331 Quantitative Methods of Decision Making
 ENG 211 News Writing and Reporting I
 ENG 212 News Writing and Reporting II
 ENG 215 Technical Writing
 PSY 241 Personality
 PSY 262 Business Psychology
 MPT 231 Developmental Psychology
 PSY 221 Social Psychology
 MPF 111 Introduction to Psychology
 MPT 301 Organizational Behavior and Theory
 MGT 303 Human Resource Management
 BTE 225 Office Problems
 BTE 112 Introduction to Human Resources Management
 MPC 439 Organizational Communication

MPT 402 The Legal Environment of Personnel and Labor Relations
COM 231 Small Group Communication
COM 336 Advanced Interpersonal Communication
MPT 338 Communication in Conflict Management
MPF, MPT 135 Public Expression and Critical Inquiry
COM 359 Introduction to Public Relations
MPF, MPT 136 Introduction to Interpersonal Communication
COM 234 Fundamentals of Interviewing

Ivy Tech State College (37.5 points per credit hour)

BSA 007 Spelling
BSA 028 Vocabulary Building
BUS 202 Human Resource Management
BUS 208 Organizational Behavior
COM 101 Fundamentals of Public Speaking
MKT 207 Public Relations
FAOT 116 Business Communications
COM 102 Introduction to Interpersonal Communication

American Management Home Study Courses (10 points per CEU)

How to Sharpen Your Business Writing Skills	2 CEUs
The Grammar and Proofreading Course	1 CEU
Fundamentals of Business Writing	1 CEU
Communication Skills for Secretaries and Administrative Assistants-4 Audio	1 CEU

Computers and Office Skills

Miami University (37.5 points per credit hour)

BTE 121 Keyboarding
BTE 181 Computers and Business
BTE 224.B Machine Transcription
BTE 226 Word Processing
BTE 228 Advanced Word Processing
BTE 248 Advanced Technical Information Applications
BTE 282 Computer-Based Business Analysis
BTE 283 Desktop Publishing
SAN 141 Personal Computer Applications
SAN 154 Personal Computer Concepts and Applications

Ivy Tech State College (37.5 points per credit hour)

AOT 202 Information/Word Processing Applications
AOT 105 General Office Procedures

BSA 081 Keyboarding I
BSA 082 Keyboarding II
BSA 083 Keyboarding III
AOT 214 Desktop Publishing
AOT 213 Advanced Information/Word Processing Applications
AOT 107 Refresher Typewriting
AOT 119 Document Production
AOT 220 Document Management
AOT 207 Office Automation Applications
AOT 208 Microcomputer Word Processing
AOT 211 Word Processing Files Management
AOT 212 Micro Word Processing
AOT 224 Advanced Desktop Publishing

Hamilton Job Development Center (1 point per class hour)

Keyboarding I, II, and III - Class Hours 21 each
Microsoft Windows 95 Introduction - Class Hours 12
Microsoft Word 6.0 for Windows, Level I and II- Class Hours 12 each
Microsoft Excel for Windows, Level I - Class Hours 12
Microsoft Excel 5.0 for Windows, Level I, II and III - Class Hours 12 each
Microsoft Access 2.0 for Windows, Level I and II - Class Hours 12 each
Microsoft PowerPoint 4.0 for Windows, Level I and II - Class Hours 12 each
Microsoft Windows 3.1 Desktop - Class Hours 12

D. Russell Lee Career Center (1 point per class hour)

Access 2.0 for Windows - 18 Class Hours
Excel 5.0 for Windows - 18 Class Hours
Introduction to Computers - 18 Class Hours
Keyboarding - 24 Class Hours
Microsoft Publisher - 18 Class Hours
PowerPoint 5.0 for Windows - 18 Class Hours
Word 6.0 for Windows - 18 Class Hours
Windows 95 - 12 Class Hours

The major difference between a joint vocational school or development center course and a college course is the rigor and expectations. In most college courses, it is expected that the student will spend twice as much time outside of class as in class. Therefore, the credit for a college class is adjusted to recognize the additional time, effort, and commitment.

Section 7 - Special Facilities

Facility Operations Specialist (Buildings)

Employees of the Special Facilities Division are responsible for in-house setup, operation, breakdown, and cleanup of Millett Hall, Hall Auditorium, Withrow Court, Yager Stadium, Student Athlete Development Center and the Athletic Grounds.

The Master Facility Operations Specialist (Buildings) job enrichment program is designed to develop the safety, technical and interpersonal skills of the employee; the program will also expose participants to leadership skills.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Special Facilities programs.

Curriculum

Facility Operations Specialist (Buildings) (FOS II)

- ?? Fall Protection & Scaffolding Safety
- ?? Sound Systems
- ?? Basic Electrical Fundamentals & Safety
- ?? Forklift Certification
- ?? Rigging and Counterweights
- ?? Customer Service

Master Facility Operations Specialist (Buildings) (MFOS III)

- ?? Customer Service
- ?? Electrical
- ?? Safety Building Code
- ?? Leadership and Communication
- ?? Lighting and lighting design
- ?? Scenic design

Service Time Requirements

From:	To:	Service Time:
Assistant FOS(B)	FOS(B)	2 years
FOS(B)	MFOS(B)	2 years

Facility Operation Specialist (Grounds)

FOS(G) will attend the Campus Services Grounds job enrichment program (Section 3).

Service Time Requirements

From:	To:	Service Time:
Assistant FOS(G)	FOS(G)	2 years
FOS(G)	MFOS(G)	2 years

Section 8 - Utility Group (Engineering)

Utility Group employees are responsible for operating, maintaining and monitoring all of the equipment associated with the university steam and chiller plants. The Utility Group Job Enrichment Program is designed to develop the employees' knowledge and technical skills to ensure continuous and safe operation of the steam and chiller plants.

The majority of the Utility Group Job Enrichment Program consists of TPC training materials. Each participant can check out the appropriate books, read them at their own pace, and be tested using the TPC prepared examinations. The employee must receive a test score of at least 80 percent to receive credit for the examination.

The program also uses the textbook from a Boiler Operator License preparation course taught at the Hamilton Campus. One unit of the job enrichment program will cover the majority of that book. Regardless of the current position, every participant must pass all examinations within each unit of the program.

Eligibility

Section 1, Application Requirements, details the general entrance requirements for all Utility Group programs.

Curriculum

Senior Utility System Maintenance Specialist (SUSMS II)

- ?? TPC Training Systems
 - Fundamentals of Maintenance
 - Mechanical Systems
 - Rigging and Installation

Master Utility System Maintenance Specialist (MUSMS III)

- ?? Steam Economies
- ?? TPC Training Systems
 - Fundamentals of Maintenance
 - Industrial Electrical Systems
 - Process Control Instrumentation
 - Mechanical Systems
- ?? Rigging and Installation

Service Time Requirements

From:	To:	Service Time:
Util System Maint Spec	Sr. Util System Maint Spec	2 years
Sr. Util System Maint Spec	Master Util System Maint Spec	2 years

Stationary Engineer

- ?? Stationary Engineer License

Senior Stationary Engineer

- ?? TPC Training Systems
 - Fundamentals of Maintenance
 - Industrial Electrical Systems
 - Mechanical Systems
 - Rigging and Installation

Master Stationary Engineer

- ?? Stationary Engineer License Upgrade
- ?? TPC Training Systems
 - Fundamentals of Maintenance
 - Industrial Electrical Systems
 - Process Control Instrumentation
 - Mechanical Systems

Service Time Requirements

From:	To:	Service Time:
Stationary Engineer	Sr. Stationary Engineer	2 years
Sr. Stationary Engineer	Master Stationary Engineer	2 years

Assistant Remote Power Management Systems (ARPMS I)

- ?? Basic electricity
- ?? Basic mechanics
- ?? General HVAC
- ?? Windows basics (NT or 2000)
- ?? Algebra (basic)

Remote Power Management Systems Specialist (RPMSS II)

- ?? Control system operator training (APOGEE)
- ?? Pneumatic building controls or D.D.C. building controls
- ?? Maintenance troubleshooting
- ?? Electrical safety
- ?? Electrical controls as applied to H.V.A.C. equipment
- ?? Indoor air quality (BWC 16 hrs)
- ?? Variable frequency drive basics

Master Remote Power Management Systems (MRPMS III)

- ?? Advanced control system operator training (APOGEE)

Choose one of the following trade specialties:

Air Quality Tech

?? Advanced pneumatic or D.D.C. control systems

Any 2 courses

?? Absorption chillers

?? Commercial air conditioning

?? Reciprocating, centrifuging or screw chillers

OR

Electrician

Any 3 courses

?? Metering electrical, steam and water

?? Electronic equipment interfacing

?? Relay protection

?? Electrical power distribution

Service Time Requirements

From:	To:	Service Time:
Assistant RPMS	RPMS Specialist	2 years
RPMS Specialist	Master RPMS	2 years