

FACILITIES MANAGEMENT

STANDARD OPERATING PROCEDURE		DOC # 113.01
TITLE: TRADESPERSON LICENSURE		
ISSUE DATE:	REV # 01	APPROVED BY: Insert DocuSign

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Section 1: General Information

• 1.1: Document Title:

Tradesperson Licensure

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- **1.2: Document Number:**

113.01

- **1.3: Ref. Documents:**

[213.01](#), Licensure Risk Mitigation

[313.01](#), Licensure Application Form

[413.01](#), Licensure Contractor List

[413.02](#), Licensure Procedure Costs

[512.01](#), Contractor Score Card

[515.01](#), Signoff sheet

- **1.4: Ref Reports:**

Asset Management System reports

Expiring/Expired Certificate's by Certificate

Expiring/Expired Certificates by User

- **1.5: Department:**

Facilities

- **1.6: Effective Date:**

12/18/2024

- **1.7: Originator:**

Director of Facilities

Section 2: Purpose and Scope

- **2.1: Purpose:**

To Identify and ensure Tradespersons approved licenses and associated CEU trainings, paid for by UMass Dartmouth, are maintained or renewed before the expiration date, are paid for through

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the facilities operations manager (non-reimbursable to tradesperson), and provide a review of total cost related to Facilities budget.

- **2.2: Scope:**

This procedure will encompass all tradespersons with specific licenses required to execute their tasks and duties while under the direction of the Department of Facilities. The licenses identified in section 11.1 are approved by the facilities management team, as required by tradespersons to execute their tasks, and subject to this procedure. CEU credits associated with some licenses are also addressed in this procedure.

Section 3: Definitions

- **3.1: Approved MA. License:**

is defined as any specific trade license required for completing duties and tasks within a tradesperson's role as decided by Facilities Management and therefore paid for by UMass Dartmouth and typically requires a state testing requirement to attain. It is a legally recognized form of Documentation that allows an individual to operate or perform their duties. Licenses shall be Massachusetts licenses for use at UMass Dartmouth excluding Boiler Licenses which might encompass multiple regions.

- **3.2: Certificates:**

Typically paid for as group training and is performed by a vetted company who trains in large groups and is typically approved for this site only. It is proof of training in a particular topic, typically Safety and Health, and usually results in a certificate of training. Certificates are generally non-transferable to other businesses as they are specific to the environment at UMass Dartmouth

- **3.3: Tradesperson:**

All personnel under the employment of UMass Dartmouth with a specific skillset used to fabricate or repair infrastructure or maintain property condition during normal working hours and requiring, in some cases, a license to perform his/her job.

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- **3.4: DCR: Document Change Request**

A document required for updating this and all procedures as new or improved methodology's present themselves.

- **3.5: CEU Credits:**

Continuing education units required for maintaining some of the professional licenses.

Section 4: Responsibilities

- **4.1: Assoc. Vice Chancellor of Facilities: (AVCF)**

Responsible for ensuring DoF's are notified and receive training to this procedure

- **4.2: Directors of Facilities: (DoF's)**

Responsible to manage Licensure Report to ensure All licenses are included and audited monthly at the weekly facilities meeting

- **4.3: Supervisors:**

Responsible to ensure all tradespersons with licenses under his/her direction, including him/herself, are accounted for and established in the Asset Management Software to include all licenses in his/her position that are paid for through UMass Dartmouth for the execution of his/her duties.

- **4.4: Tradesperson**

Shall be responsible for attaining required licenses and associated CEU credits as needed to conduct their prescribed duties or within the time limit set by the expiration date of license's approved and already in their possession

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Section 5: Procedure:

- **5.1: Training:**

AVCF trains DoF's using [113.01](#) and receives sign-off for such training. Signed evidence of training is completed on [515.01](#) and stored in the folder named "[Licensure Procedure](#)" in the Facility Management folder labeled "[Training](#)" that can be found on the "*one drive*."

- **5.2: Additional Training:**

DoF's shall meet with all supervisors and conduct training using 113.01. DoF's shall get sign-off of training using 515.01 following the same storage described in section 5.1. Supervisors shall then train all tradespersons affected by this procedure and follow the same sign-off and storage procedure described in section 5.1.

- **5.3: Current licenses:**

DoF's along with supervisors shall ensure that the Asset management system is updated with all effected personnel holding UMass paid licenses including expiration dates

- **5.4: Costs:**

DoF's identifies the cost of all individual licenses and populates notes section of certificates in the asset management with the known cost and populates form [413.02](#) with appropriate data.

- **5.5: Payment:**

Facilities management agrees to pay directly for all preapproved licenses, and resultant CEU credits associated with said licenses, that are required to conduct the daily assignments of the position for which a tradesperson is employed.

- *Section 11* of this document refers to all licenses and certificates that facilities management has identified and determined are eligible for direct payment through the Facilities Operations Manager. The licenses listed here may change as university needs change. The Facilities Management team reserves the right to add or subtract licenses as needed based on the University needs.

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- **5.6: Approval:**

All licenses and/or CEU training courses due for renewal shall receive approval by the direct Supervisor and department Director before submitting, for payment. Licenses must be for use in Massachusetts in support of UMass Dartmouth. Any license acquired through tradesperson's personal forms of payment and not following this procedure shall **not** be approved for reimbursement.

- **5.7: Submittal:**

All submittals shall use the License Application Form [313.01](#) signed by the direct Supervisor and DoF's before applying for said license. Any CEU training will follow the same process.

- **5.8: Rejections:**

- 5.8.1: Reason 1

- Payment through facilities will not be approved if the required form is not completed and submitted before attaining said license or training.

- 5.8.2: Reason 2

- Any tradesperson who obtains a license, or training, through personal means of payment will **not** be approved for reimbursement.

- **5.9: Monitoring:**

DoF's monitors and reviews certificates reports "Expiring/expired certificates by certificate" and "Expiring/expired certificates by user" during 1st Weekly Facilities Management meeting of each Month and informs Facilities operations manager of any requiring renewal at that time or within an agreed window of time.

- **5.10: One Licenses per:**

DoF's ensure a minimum of 1 license for each skill set and 2 contractors per -of same skillset to ensure redundancy availability to the University

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- **5.11: Two Contractors per:**

DoF's review and ensures, at minimum one license and 2 outside contractors (Trade/Labor) that hold same license and can perform redundant duties should the need arise and updates the asset management system with name and contact info of appropriate approved contractors on document [413.01](#)

- **5.12: Updates:**

Facilities administration will manage updates to this procedure and Assets as needed to provide continuity of services to the University. Any updates will follow the normal path of retraining of this procedure as described in sections 5.1 and 5.2 above.

Section 6: Auditing Method

- **6.1: Monitoring Methods:**

To be reviewed monthly at 1st weekly scheduled facilities meeting of each month consisting of all Facility department heads

- **6.2: Acceptance Criteria:**

All Tradespersons licenses are valid and within expiration date criteria, and any new tradespersons that require a license to carry out their duties, are trained and added to the training document as they complete the normal hiring procedures. There are at least 2 contractors listed for each license type available to perform the same duties.

- **6.3: Corrective Action:**

Re-training of this procedure if any are found out of date or missing. Root Cause Analysis performed as needed

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Section 7: Risk Remediation (213.01)

- **7.1: Personnel:**

At minimum 1 Tradesperson with needed license

- **7.2: Review:**

Monthly Review of document 413.01

- **7.3: Contractors:**

At minimum 2 Approved Outside contractors capable of performing same task for each license type

Section 8: Documentation and Recordkeeping

- **8.1: Required Records:**

Document 413.01 and 515.01 signoff forms

- **8.2: Retention Policy:**

Perpetually

- **8.3: Retention Location:**

“One Drive” Facilities Management Folder

Section 9: Non-Conformance Reporting

- **9.1: Reporting Procedures:**

Any non-conformity reported to the Head of Facilities after/during Monthly review

- **9.2: Note:**

Any nonconformity requires retraining of DoF's and affected supervisor's

Section 10: Training Requirements

- **10.1: Training Content:**

verbal review of documents including signoff acknowledgement of training

- **10.2: Training Frequency:**

Annually, during a nonconformance event or during “new hire” orientation of stakeholders

Section 11: References (Typical Licenses that could be paid for and Certificates)

- **11.1: Approved Ma. Licenses:**

- Steamfitter Master

- A Master Steamfitter has all the skills of a journeymen but can also train individuals below them as well as manage projects

- Steamfitter Journeymen

- A Journeymen steam fitter has the skill to work independently on piping and steam systems including valves and other parts related to the flow of liquids and gases through piping. Typically requires 4-5 years of apprentice work before becoming a journeymen

- Plumbers Masters License

- Supervises and approves the work of all journeymen plumbers and is responsible for meeting local codes and proper plumbing techniques.

- Plumbers Journeymen

- Any Plumbing Dept. Personnel who direct apprentice plumbers and personally are involved in the installation and repair of piping related to sewage and domestic water supplies including associated equipment. Typically works under the direction of a master license

- Plumbers Apprentice

- Works under a licensed plumber or in an approved apprenticeship program.

- Electricians License Masters

- Supervises and approves the work of all journeymen Electricians and is responsible for meeting local codes and proper Electrical techniques.

- Electricians Journeymen

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- Any electrical personnel who supervise, plans, installs, repairs facility wiring
During the normal execution of their assigned duties and can supervise apprentice electricians under their direction
- Electricians Apprentice
 - Must work under a licensed electrician with an approved apprenticeship program
- Sheetmetal Masters License
 - Required to work on and repair sheet-metal ducting typically found in Hvac systems
- Sheetmetal Journeymen's License
 - Includes all tradespersons who work on ducting or sheet-metal during their typical workday and must work under the supervision of a Master License tradesmen
- Sprinkler fitter Journeyman
 - Responsible for the installation, inspection, and repair of fire sprinkler systems
- HE-2A-Excavator (Hoisting Engineer)
 - All Grounds or other personnel required to operate Backhoes, loaders, or other excavating equipment in the normal execution of their assigned duties
- Class II Driver's License
 - Also known as a Class C License, it allows the user to drive vehicles over 3.5 tons with a rigid body and trailers up to 750kg (about 1653.46 Lb.).
- Low Voltage License
 - License to work on Low voltage systems, including access control, fire alarms, video surveillance, and security systems. Requires a Journeymen or Masters electrician's license
- Engineer 1st class
 - Required for the person directly in charge of all power plant personnel who operate steam generating equipment such as boilers in the normal execution of their assigned duties. They carry the responsibility for the daily operation and maintenance of the steam boilers and turbines
- Engineer 2nd class
 - Any power plant personnel who operate steam generating equipment under the direction of an engineer 1st class and can operate boilers, engines, and turbines not to exceed 150hp and or operate a 1st class plant under the direction of a 1st class engineer
- Engineer 3rd Class

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- Approved to operate boilers not exceeding 150hp when using solid fuel and not exceeding 500hp when steam is generated using liquid, gaseous, electric, or atomic energy as the power source.
- Fireman's 1st Class
 - Operate and manage boilers where the safety valves are set to blow at a pressure not exceeding 25PSI
- Fireman's 2nd class
 - Operate any boiler or boilers under an engineer or fireman in direct charge thereof
- Oil Burner License
 - An oil burner license is a certification that allows individuals to service, install, and repair oil burners and associated equipment
- Refrigeration Handling
 - Typically required for tradesmen who handle and service small appliances. It covers stationary refrigeration and air conditioning systems
- Refrigeration Technician
 - Requires passing an EPA approved test and covers mobile air conditioning systems, high-pressure appliances and allows you to work on all refrigerant systems.
- Universal Refrigerant recovery Technician
 - Requires passing an EPA approved test for anyone who services, repairs, or disposes of equipment that could release refrigerants into the atmosphere
- Universal Refrigerant Usage Certificate
 - Enables the user to service smaller appliances
- Pesticide License
 - Required to apply restricted use pesticides (RUP). RUP is defined as pesticides that are not available to the public in the U.S.
- **11.2: Certificates:**
 - Aerial Platform
 - All personnel that operate scissor or boom lifts at height
 - Blood Borne Pathogens

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- All Custodial, Grounds, and Tradesman who may encounter bodily fluids in the execution of their assigned duties.
- Right to Know (HazMat Training)
 - All Custodial, Grounds, and Tradesman who may be required to handle and store Hazardous materials in the normal execution of their assigned duties.
- Warehouse Forklift Class 5
 - All Custodial, Grounds, or Tradesman who may be required to operate a forklift in the normal execution of their assigned duties.
- Forklift Safety Course
 - Same personnel as Warehouse Forklift Class 5
- Lock Out Tag Out
 - All personnel who regularly interact with machinery or assets that have stored energy and could be exposed to energy hazards if not properly deenergized and locked out/ secured. This also includes all individuals who have access to said machinery or assets that could try and start or operate said equipment while it is locked out.
- Confined Space
 - Tradespersons who may need to work in confined space, defined as a space large enough for a tradesperson to enter and work with restricted means of entry and exit and not designed for continuous occupancy
- OSHA Health and Safety Training.
 - All Personnel who may be involved in the handling of or Exposed to Regulated Chemical

Section 12: Revision History

*Note: Users who possess printed copies of this procedure should always check for latest revision
By comparing the rev # at the top of this procedure to what is on the “MDL”*

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<i>Revision History Record</i>					
Rev	DCR #	Change Requested	Approved by	Date	
01		Original Release	<i>Insert DocuSign</i>	12/20/202 4	

Signoff: *“Insert DocuSign Here”***Date:** _____