

# JPIASource

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*ACWA JPIA Risk Management for the Water Industry*



## ACWA JPIA Professional Development Program

The JPIA's Professional Development Program (PDP) has evolved over the years. It initially started as a Supervisor Certification Program in the late 1990s to early 2000s. The Human Resources and Operations Certification Programs were introduced in 2005. All three specialties were combined into the Professional Development Program in 2017.





**The PDP offers our members current, in-depth, training and educational opportunities that will translate into:**

- ◆ Increased engagement, productivity, growth, and development of your employees.
- ◆ Recognition by your employee that your agency values learning and development.
- ◆ Improved skillsets for the water industry workforce.
- ◆ Prevention of liability, property, and workers' compensation losses.
- ◆ Reduce employment practices loss exposure.
- ◆ Lower cost of training staff through fee-free educational opportunities as part of your agency's JPIA membership.

These are all great reasons to encourage your employees to participate in the PDP.

**If you are an employee, why should you participate in the PDP?**

- ◆ Courses will familiarize you with regulatory requirements.
- ◆ Learn to recognize the risks associated with everyday operations, and which best practices can be implemented to reduce those risks.
- ◆ Participation demonstrates your commitment to professional development.
- ◆ Open other opportunities such as job growth and potentially a promotion.

- ◆ Build confidence because knowledge in your field of practice is expanded.
- ◆ Obtain contact hours to renew your certifications. Many of our PDP course equivalents are available through VectorSolutions (formerly TargetSolutions) that offer pre-approved Water Industry technical and safety classes.
- ◆ The training will allow you to gain more confidence in your job task and other job-related assignments.
- ◆ You will be exposed to wider perspectives.
- ◆ Gain a greater understanding of how to effectively hire, coach, and inspire staff.

If you are a manager, supervisor, or aspire to be one, you will develop additional skills to be more effective in your job. If you know co-workers within your agency that are currently enrolled or have completed a PDP specialty, ask them what the PDP means to them.

Each specialty [Operations](#), [Human Resources](#), and [Supervisor Basics](#) requires approximately 40 hours of education. If you click the hyperlink for each specialty, you will find a matrix that lays out course training options (in-person or e-learning) to accomplish program requirements.

During the advent of the COVID-19 pandemic and the stay-at-home orders or adjusted business reopening guidelines, the JPIA had an immediate shift to 100 percent online training. In addition to e-learning PDP options, the JPIA recognized the need to develop “live virtual instructor-led classes.”

The live virtual instructor-led classes are designed to provide engagement of students through polls, knowledge checks (using Chat), or working on real-life case studies in a breakout room with other students. These classes have subject matter experts assisting as technical advisors, available to answer a Chat question related to the material or to assist with computer issues to assure that you get the most from the training.

Each specialty participant is required to:

- ◆ Complete the specific classes listed
  - ◆ For *Human Resources* and *Supervisor Basics Specialties*, participants must complete five additional electives (related to the specific specialty)
- and complete the *District Management Orientation*.
- ◆ For the *Operations and Supervisor Basics Specialties*, participants must submit a nomination for an *H.R. LaBounty Safety Award*.



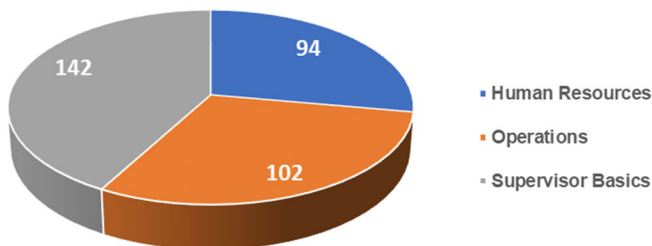
Once enrolled, participants will have four years to complete all requirements for the particular specialty. If participants have taken classes required for a specialty within two years of enrolling in the specialty, those classes will be accepted. If you have questions, please contact our Training Department at [training@acwajpia.com](mailto:training@acwajpia.com).

Enrolling means you will join a core group of your peers currently on this journey or who have already completed one or more specialties.

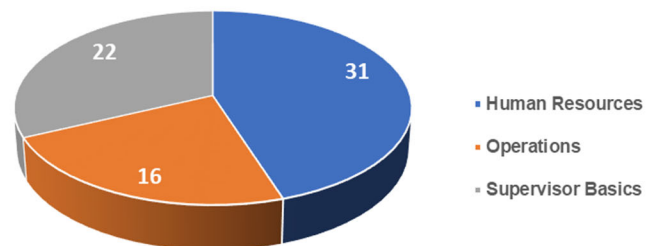
Enrollment in one or more PDP specialties is easy. Download the [PDP Guide](#) and complete the application for the specialty you want to pursue.

Good luck! We look forward to seeing you at a future PDP course.

## PDP Course Statistics



338 Currently Enrolled  
(Since 2017)



69 Completions  
(Since 2017)





# Lead by Example

## John's Story

*During the morning huddle in the trailer, the safety guy told us to use lifting equipment or get help from a co-worker when we lift and move the wood beams so we don't hurt our backs or shoulders, since they weigh more than 50 pounds. But when we got onto the jobsite and started working, our foreman didn't know where the lifting equipment was and said our number one priority was to get the job done by the end of the day because we had to be on another jobsite tomorrow.*

- Have you ever been in a similar situation?
- How do you think this foreman's actions might affect jobsite safety? What about the morale of the crew?
- What could this foreman have done to lead by example?

## Frontline safety leaders Lead by Example when they...

- Follow all safety procedures and policies.
- Ensure the equipment or additional labor needed to do a job safely is available and used.
- Always consider the safety implications of the decisions they make on the job site.
- Set clear safety expectations every day for their crew.
- Reinforce the message that everyone owns safety.

## Leadership actions we will practice today and every day:

### ➤ As your frontline supervisor/foreman and safety leader, I will:

- "Walk the talk" by always following safety procedures and safety policies.
- Make decisions that demonstrate I value safety and believe it goes hand in hand with productivity and quality of work.
- Make the contractor aware of any safety issues that come up that they need to take care of.

### ➤ Crew members are also safety leaders and are expected to:

- Follow all safe work practices and procedures.
- Immediately tell me if you see hazardous or unsafe conditions and provide suggestions on how to fix the issue.
- Immediately report to me any near miss or injury experienced by you or a co-worker.
- Participate in keeping the jobsite safe.

*Safety leaders have the courage to demonstrate they value safety by working and communicating with all team members to identify and limit hazardous situations even in the presence of other job pressures such as scheduling and costs.*

# PDP Conferences through the years

*Ontario 2015*



*San Diego 2019*



*Roseville 2014*



*Claremont 2018*

## JPIASource

The *JPIASource* is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance