



# Arizona MCA

## Seminar Catalog

### July–December 2022

**Computer Skills & Technology • Project Management**  
**Foreman Training • Certified Safety – Safety Risk Control**



## Contents

Letter from the Executive Director .....	2
Arizona MCA Staff .....	2
Schedule at a Glance by Month .....	3
Schedule at a Glance by Track .....	3
Important Events .....	4
2022 Instructors .....	5
Computer Skills/Technology .....	6-8
Project Management .....	9
Foreman Training.....	10-11
Certified Safety – Safety Risk Control .....	12-13

# Letter from the Executive Director



We are excited to introduce you to the first Seminar Catalog (2022 July – December) for the Arizona MCA! We are offering you a few of our most popular classes and hope you find them informative and relevant to your work. Our classes are open to all union mechanical contractors signatory to Local 469. We look forward meeting you and introducing you to a full education curriculum starting in 2023!

## Goal & Guarantee

Our goal is to offer a comprehensive first-in-class educational program unparalleled in the industry which will continue to advance the professional, technical and managerial skills of our member contractors and their employees. If you are not fully satisfied with a particular program, we will gladly provide a full refund.

## AMCA Mission Statement

The mission of AMCA is to provide representation of its members to enhance their business and profitability through education and labor relations. This Association will provide a partnership for progress between Labor and Management; setting aside differences, to unite in the common goal of expanding the market share of the union mechanical contracting industry.

## Vision Statement

AMCA is the organization of choice, a progressive leader and voice for the union plumbing and mechanical contracting industry in Arizona, providing business opportunities, education, fair employment, honesty, integrity and family values.

## Arizona MCA Staff

**Chip Martin**

Executive Director

**Dana Giambalvo**

Office Manager

**Michelle Lynn**

Director of Education



# SCHEDULE AT A GLANCE BY MONTH

The following is a list of the classes offered during the second half of 2022.

## September

- 8 Bluebeam BEGINNER
- 15 Microsoft Excel 2019 – Part 1\*
- 23-24 Foreman Training 1 & 2

## October

- 19 Microsoft Excel 2019 – Part 2\*
- 21-22 Foreman Training 3 & 4

## November

- 2 Microsoft Excel 2019 – Part 3\*
- 16 Bluebeam INTERMEDIATE

## December

- 6 Introduction to Project Management

**\*These classes have been pre-scheduled and are VIRTUAL classes.**

## How to Register for AMCA Classes

There are two ways to register:

- 1) Go to [www.arizonamca.org](http://www.arizonamca.org), hover over the "Education" tab, click on "Course Training Schedule." You will see a list of classes for which registration is open. Click on "More Details" and then "Website" to view specific information about the class and/or to register online.
- 2) Online invitations are emailed a month before each class date. The invitation will contain specific information about the class (time, location, parking directions, speaker information) as well as links to register online. If you are not on the email distribution list, please email [michelle@arizonamca.org](mailto:michelle@arizonamca.org).



# SCHEDULE AT A GLANCE BY TRACK

## Computer Skills & Technology

- Bluebeam BEGINNER  
Thursday, September 8, 2022
- Microsoft Excel 2019 – Part 1  
Thursday, September 15, 2022
- Microsoft Excel 2019 – Part 2  
Wednesday, October 19, 2022
- Microsoft Excel 2019 – Part 3  
Wednesday, November 2, 2022
- Bluebeam INTERMEDIATE  
Wednesday, November 15, 2022

## Foreman

- Foreman Training 1 & 2  
Fri. & Sat., September 23-24, 2022
- Foreman Training 3 & 4  
Fri. & Sat., October 21-22, 2022

## Project Management

- Introduction to Project Management  
Tuesday, December 6, 2022

# IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

<b>IPM Class 81, Week 2 - Austin, TX</b>	September 25-29, 2022
<b>IPM Class 82, Week 2 - Austin, TX</b>	September 26-30, 2022
<b>2022 MCAA Great Futures Forum - Newton, MA</b>	September 29 - October 1, 2022
<b>Field Leaders Conference - Indianapolis, IN</b>	October 12-14, 2022
<b>IPM Class 83, Week 1 - Austin, TX</b>	October 23-27, 2022
<b>IPM Class 84, Week 1 - Austin, TX</b>	October 24-28, 2022
<b>2022 Fabrication Conference - Seattle, WA</b>	November 2-4, 2022
<b>Field Leaders Conference - Kansas City, MO</b>	November 2-4, 2022
<b>2022 Industry Improvement Funds Conference - Longboat Key, FL</b>	November 30-December 2, 2022

## MCAA Contacts:

Please call MCAA directly for additional information on any of their events at 301-869-5800

For conference & conventions, contact Melissa Rogers at [mr Rogers@mcaa.org](mailto:mr Rogers@mcaa.org)

For Advanced Leadership Institute and/or Institute for Project Management contact Amy Harding at [amy@hardingworks.org](mailto:amy@hardingworks.org)

For online webcasts & technology conference, contact Sean McGuire at [smcguire@mcaa.org](mailto:smcguire@mcaa.org)

For online webcasts & MSCA, contact Barbara Dolim at [bdolim@mcaa.org](mailto:bdolim@mcaa.org)



*John Koontz shares valuable information with members at a Project Management/Foreman class in 2018.*



**John R. Koontz** has over 30 years of wide-ranging mechanical industry experience that includes contracting, academics, and consulting. He is a former Tenured Associate Professor in Purdue University's Department of Building Construction Management. He is also the founder and former director of Purdue's Mechanical Construction Management Specialization Program. In addition to his academic career, he spent 15 years in the employment of MCAA contractors in a variety of positions including senior project manager, project manager, project engineer, and estimator and is the founder of the 1st ever MCAA student chapter which was started at Purdue in 1993. Professor

Koontz's family heritage of long-term UA family members (grandfather, great uncle, and father) provides a sincere and deep-rooted pride, interest, and concern for the future success and survival of all parties involved in union mechanical construction.



Pre-fabrication with Revit has been a passion of **Christopher Suggs** since before Autodesk acquired MAP Software. At the time, Suggs was building fabrication level content for customers, a painstaking task, because he believed in the Revit engine. Since the acquisition, it has been an exciting and patient journey as the fabrication tools continue to find their way into Revit. Building RFA fittings is a past-time Suggs does not miss, and he can now focus on helping customers take their databases they have been using in CAD for so many years and turning them into Revit friendly versions of their previous selves, as well as building databases from the ground up to support

specific needs of the end user.



Since its founding in 1982, **New Horizons Computer Learning Center** has grown to become one of the world's largest independent IT and Career training companies across six continents and over 30 countries. New Horizons has provided more than 30 million students with superior training and career development courses across the information technology ecosystem. New

Horizons is now the world's largest independent IT training company, and it continues to lead with more than 70 locations in North America and with official training partnerships with Microsoft, Cisco, CompTIA, and VMware. New Horizons is also an authorized partner to the top technology providers. For students, that means training with the highest quality source materials and the latest products and technologies. For business it means getting the highest return on their training investment.

# COMPUTER SKILLS/TECHNOLOGY

## Microsoft Excel 2019 – Part 1 (of 3)

**New Horizons Computer Learning Center – ONLINE CLASS**

**Thursday, September 15, 2022**

**8:00 a.m. – 4:00 p.m.**

**Member: Free**

**Non-Member: \$299**



This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. If you're interested in learning how to use Excel or responsible for creating spreadsheets or performing basic data manipulation, this course is perfect for you. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: Get started with Microsoft Office Excel 2019. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks. The journey doesn't stop here; continue building on your skills and attend Excel 2019 Part 2!

## Microsoft Excel 2019 – Part 2 (of 3)

**New Horizons Computer Learning Center – ONLINE CLASS**

**Wednesday, October 19, 2022**

**8:00 a.m. – 4:00 p.m.**

**Member: Free**

**Non-Member: \$299**



This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data. To ensure success, students should have completed Microsoft® Office Excel® 2019: Part 1 or have the equivalent knowledge and experience. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level. Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will: Work with functions. Work with lists. Analyze data. Visualize data with charts. Use PivotTables and PivotCharts. The final stop, Excel 2019 Part 3 is just around the corner!

### Microsoft Excel 2019 – Part 3 (of 3)

**New Horizons Computer Learning Center – ONLINE CLASS**

**Wednesday, November 2, 2022**

**8:00 a.m. – 4:00 p.m.**

**Member: Free**

**Non-Member: \$299**



This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates. This course is intended for students who are experienced Excel 2019 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets. To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2019. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

### Bluebeam – BEGINNER

**Christopher Suggs**

**Thursday, September 8, 2022**

**7:00 a.m. – 2:00 p.m.**

**Member: Free**

**Non-Member: \$299**



This session will focus on getting you acquainted with the interface and out-of-the-box every-day tools. Agenda will include:

**Revu Basics:** Interface, Navigation and Profiles, Document Manipulation, Markup Tools, Stamps, Tool Chest, Markup List

**Revu Document Control:** AutoMark & Page Extraction, Creating a Navigable Drawing Set, Document Comparison & Overlay Pages, Sets

**Revu Measurements & Takeoffs:** Calibration, Measurement Tools, Custom Measurement Tools & Legends, Basic Estimation in the Markups List



# COMPUTER SKILLS/TECHNOLOGY

## Bluebeam – INTERMEDIATE

Christopher Suggs

Wednesday November 16, 2022

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$299



bluebeam®  
NO LIMITS™

In this session, we'll get under the hood of Revu to get a deeper understanding of every-day tools as well as building custom content. Agenda will include:

**Interface, Navigation, & Profiles (In Depth):** Toolbars & Menus, Panel Access Bar & Panel Management, Profiles & Profile Management, Standardizing Profiles, Opening a PDF, PDF Navigation

**Markup Tools:** Types of Markup Tools, Customizing the Properties of Markup Tools, Using the Snapshot Tool

**Stamps:** Applying a Stamp, Creating Custom Stamps

**Tool Chest:** Basics of the Tool Chest, Custom Tool Sets, Creating Legends, Adjusting & Updating Legends





## Introduction to Project Management

**John Koontz**

**Tuesday, December 6, 2022**

**7:00 a.m. – 2:00 p.m.**

**Member: Free**

**Non-Member: \$179**

This course will cover the following topics:

- **Planning Skills for the Project Team:** All great project managers are master planners; there is no such thing as a great project manager who is a “decent” planner. All wildly successful projects are incredibly well planned by all members of the project team; project manager, foreman, fabrication manager, coordination manager, safety manager, warehouse manager, purchasing manager, etc. The project manager is the “president of the project” and is ultimately responsible for all project planning and the quality of that planning. This session will focus on both the project manager’s role and responsibilities in project planning and the three stages of planning; 1) Information Turnover, 2) Preconstruction Planning, and 3) Short Interval Planning. This session will also focus on direct relationship between planning, productivity, and profitability.
- **Productivity Improvement for Mechanical Projects:** Great project management, by both the foreman and project manager, is primarily responsible for creating excellent productivity on every project. Due to the endless number of variables, which negatively effect worker efficiency, excellent productivity is the project team’s greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project. In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects.

# FOREMAN TRAINING

## Foreman Training 1 & 2

John Koontz

Fri. & Sat., September 23-24, 2022

Friday: 7:00 a.m. – 2:00 p.m.

Saturday: 7:00 a.m. – 12:00 p.m.

Member: Free

Non-Member: \$179

This two-day course will cover the following topics:

- **Planning Skills for the Project Team:** All great project Foremen are master planners; there is no such thing as a great foreman who is a “decent” planner. All wildly successful projects are incredibly well planned by all members of the project team; project manager, foreman, fabrication manager, coordination manager, safety manager, warehouse manager, purchasing manager, etc. This session will focus on the project foreman’s role and responsibilities in project planning and the three stages of planning; 1) Information Turnover, 2) Preconstruction Planning, and 3) Short Interval Planning.
- **Productivity Improvement for Mechanical Projects:** Great project management, by both the foreman and project manager, is primarily responsible for creating excellent productivity on every project. Due to the endless number of variables, which negatively affect worker efficiency, excellent productivity is the project team’s greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project. In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects.
- **Fundamentals of Job Cost Control (Managing Project Labor Cost):** In this session the instructor will help attendees to gain an understanding of the job cost control and labor cost trending methods as detailed in the Job Cost Control section of the *MCAA Project Manager’s Manual*. All foremen must learn to use their job cost control system as a primary management tool to control and cause a positive project outcome rather than simply focusing on cost documentation and cost history. Great foremen CONTROL their project cost while their average peers only tend to WATCH project cost.



## Foreman Training 3 & 4

**John Koontz**

**Fri. & Sat., October 21-22, 2022**

**Friday: 7:00 a.m. – 2:00 p.m.**

**Saturday: 7:00 a.m. – 12:00 p.m.**

**Member: Free**

**Non-Member: \$179**

This two-day course will cover the following topics:

- **Effective Project Documentation:** Documentation is a very time consuming but necessary evil in the construction process. Due to the great risk accepted when a Mechanical Contractor signs a contract, all mechanical projects must have a contemporaneously written factual record/history of all significant events, written by the people closest to the work. The key with documentation is having the right amount and the right types of documentation based upon the specific characteristics of the customer and the project. Over documenting a project wastes valuable company resources and can distract the project team from solving difficult project problems. Under documenting a project gives the project team a false sense of security and puts the company in an unnecessary position of risk if something goes terribly wrong on the project. Great project managers and foremen understand that excellent project documentation can prevent or protect your company from problem "escalation." In this session, the instructor will review all the basic project documentation types and discuss the steps necessary to plan and implement the project documentation process. The instructor will provide attendees with proven methods for successfully documenting all types of mechanical projects.
- **Time Management Skills:** The role of a project foreman is a dynamic and challenging thing to do for a living. It creates numerous time management challenges for the project foreman and causes daily chaos that must be successfully managed in a way that maintains project productivity, project profitability, and customer relationships. Improving time management ability for a project foreman is a difficult proposition that takes great personal commitment and self-discipline. This session identifies the greatest time wasters and provides strategies for improving time management skills.
- **Change Order Management:** Best Practices for Success: Successfully managing change orders on a complex and constantly changing project is often the project team's greatest challenge. If not well managed by a proactive and knowledgeable project manager and foreman who are acting as great partners, change orders can cause unnecessary additional risk, destroy base contract labor productivity, ruin customer and contractor relationships, choke cash flow, reduce or eliminate profitability, and create nearly irreversible negative jobsite moral. In this session, John Koontz will provide all attendees, regardless of age or experience level, with numerous strategies and proven best practices for successfully navigating this multi-faceted and complicated project management challenge.

# CERTIFIED SAFETY – SAFETY RISK CONTROL

## ClickSafety – Online Safety Courses

**Anytime – Accessible 24/7  
online from your computer**

**Member: Free** (however AMCA will bill for the cost of the class if the class is not completed)

**Non-Member: Not Available**

As the leader in online safety training solutions, ClickSafety offers a comprehensive library of over 300 courses, specifically engineered to help you build a world-class safety culture. Developed by Certified Safety Professionals and Certified Industrial Hygienists, our courses are designed to protect your most valuable asset – your employees. A complete list of topics is available on ClickSafety's website: [www.ClickSafety.com](http://www.ClickSafety.com).



**Please note: all classes must be completed within 6 months from the start date. Classes are offered free of charge to members, however AMCA will bill for the cost of the class if the class is not completed by due date.**

### **OSHA Online 10-Hour Safety & Health** *Anytime Online*

OSHA 10-Hour Construction is a part of an online OSHA outreach program that results in a valid DOL/OSHA 10-Hour Card. This OSHA 10 online training course teaches recognition, avoidance, abatement and prevention of safety and health hazards in workplaces. This course also provides information regarding workers' rights, employer responsibilities and how to file a complaint. It was also designed to help individuals stay up-to-date with their OSHA safety requirements.

### **OSHA Online 30-Hour Construction** *Anytime Online*

OSHA 30-Hour Construction is an OSHA-Authorized online course featuring the required steps for completing OSHA Outreach training and receiving an OSHA 30 Card. This online training covers everything from Electrical Hazard Safety to Fall Protection. ClickSafety's OSHA 30-Hour Construction course is a proven way to receive a valid OSHA 30-Hour Card and achieve the safety level required by your company for work in the construction industry.

### **OSHA Updates Confined Spaces in Construction Standard** *Anytime Online*

OSHA's final rule for Confined Spaces in Construction went into effect August 3, 2015. Are you and your coworkers prepared for the changes? Pete Rice, CSP, CIH discusses OSHA's Final Rule for Confined Spaces in Construction, including how it differs from the Confined Spaces in General Industry standard. Pete shares the Top 5 Changes to the CS in Construction rule and why the new rule was enacted.

**ClickSafety has 2 new Confined Spaces in Construction online safety training courses that meet OSHA's final rule for Confined Spaces in Construction:**

- **Confined Spaces in Construction Awareness (20-minute)**
- **Confined Spaces in Construction; An Instruction (75-Minute)**

## Cal/OSHA Heat Illness Prevention for Workers

Cal/OSHA Heat Illness Prevention is intended for employers in all industries that have employees working in California with the potential for exposure to heat illness and heat stress. This course is intended to familiarize the student with the basics of Cal/OSHA's standard, titled Heat Illness Prevention, and found in Section 3395 of the Title 8 California Code of Regulations, effective on May 1, 2015.

## Asbestos

Asbestos exposure happens when workers disturb asbestos-containing materials during demolition and renovation of buildings. In this introductory course, we will teach you about the properties and exposures of asbestos as covered by OSHA Standard Subpart Z 29 CFR 1910.1001 for General Industry. This course also covers how to protect workers from exposure of asbestos in the workplace.

## 100% Fall Protection

This course is intended to inform students of basic guidelines and methods employed for a 100% fall protection program. It reviews elements of fall hazards, fall hazard evaluation, and fall hazard control. This training references applicable OSHA requirements and other pertinent information. Real life case studies and lessons learned are presented to illustrate the "why" and the "need" for compliance and following OSHA requirements and industrial best practices.

**To sign-up for online training through our partners at [ClickSafety.com](https://www.clicksafety.com), please contact AMCA.**







**Arizona Mechanical  
Contractors Association  
42239 W. Baseline Rd.  
Tempe, AZ 85283**

**RETURN SERVICE REQUESTED**

PRSRT STD  
U.S. POSTAGE  
**PAID**  
Pasadena, CA  
Permit No. 740