

# District Maintenance Chief Training Update

March 18-23, 2018

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** March 5, 2018

**To:** Supervisor

**From:** Debbie Fredricks, Chief  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training  
District Maintenance Chief Training Update Group 7

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Attachment

cc: Participant

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### ***Mission Statement Training Section***

***The mission of the Training Section is to provide knowledge, empowerment, and inspiration through collaboration, consulting, and the delivery of exceptional training programs.***

## TRAINING SECTION STAFF

Debbie L. Fredricks..... Training Section Chief  
Ann D. Slaughter..... Mott Training Center Manager  
Jack Futoran ..... EMS and LFG Training Coordinator  
Jeff Beach ..... Training Consultant  
Joel Dinnauer..... Training Consultant  
Dave Galanti ..... Training Consultant  
Karyn Lombard..... Training Consultant  
Sara M. Skinner ..... Training Consultant  
Jason Smith ..... Academy Coordinator  
Jeremy Alling..... Cadet Training Officer  
Matt Cardinet..... Cadet Training Officer  
Raymund Nanadiego ..... Cadet Training Officer  
Lisa Anthony ..... Program Coordinator  
Edith Alhambra..... Assistant Program Coordinator  
Alex Franck ..... Assistant Program Coordinator  
Jessica Kohls ..... Assistant Program Coordinator  
Nathan Steffen ..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator

## THE MISSION

*of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including the Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be

approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. **MEALS:** Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.
7. **CLOTHING:** Employees shall wear apparel suitable for business casual dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. **TRAINING SECTION STAFF:** Jeff Beach is your Training Consultant and has been assigned the responsibility for your training group. During the program, you may be

asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.

10. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.

Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.

13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**  
 ◆ **PLANNING INFORMATION**

*To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.*

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.  
 Check-out: 7 a.m. to 10 a.m.  
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.  
 Lunch buffet: 11:30 a.m. to 1:30 p.m.  
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

**Front Desk Telephone: (415) 663-9020**

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

**Front Desk Fax: (415) 663-1731**

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)  
 c/o Marconi Conference Center  
 P.O. Box 789, 18500 State Route 1  
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



*Marconi Conference Center's guestrooms overlook Tomales Bay*

◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at



# Marconi Conference Center



0.7 miles to Marshall  
9 miles to Tomalee

7 miles to Rinet  
Reyes Station

ENTRANCE

Gate Highway

Tomalee Bay



◆ **Marconi Conference Center**  
 ◆ **GETTING TO MARCONI**  
 (415) 663-9020



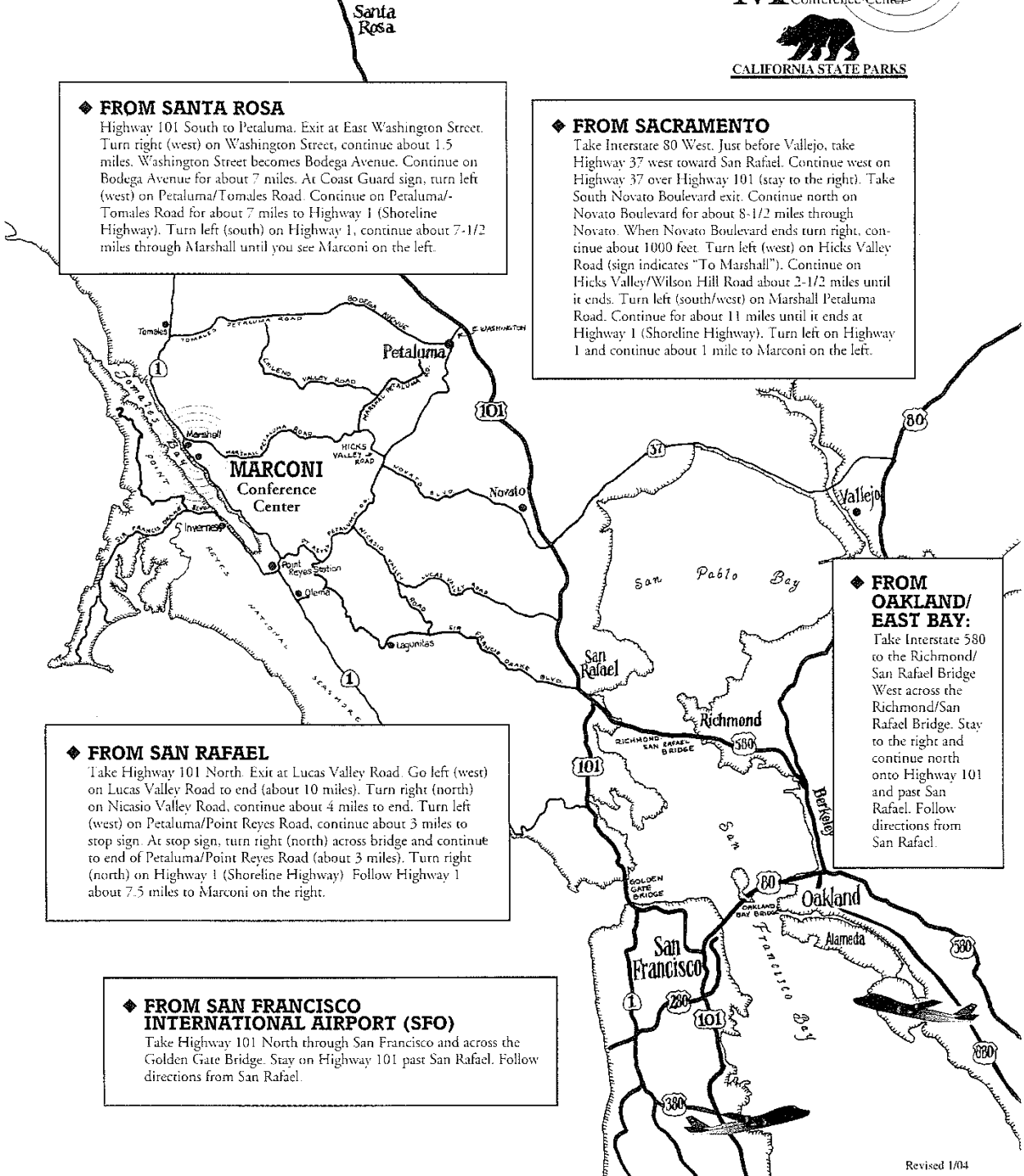
◆ **FROM SANTA ROSA**  
 Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**  
 Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**  
 Take Interstate 580 to the Richmond/San Rafael Bridge West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**  
 Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway) Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**  
 Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session at Marconi Conference Center, the following list is provided:

- \_\_\_\_\_ 1. Read and understand the program syllabus prior to your arrival at the Marconi Conference Center.
- \_\_\_\_\_ 2. Arrange your travel through your Unit/Office.
- \_\_\_\_\_ 3. Uniforms are not required for this program as noted in the Formal Training Guidelines, No. 7, Clothing, on page 2 of this syllabus. Employees shall wear apparel suitable for business casual dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.
- \_\_\_\_\_ 4. Bring the following with you to training:
  - Program syllabus.
  - Reusable coffee cup, refillable water bottle, paper, pens, pencils, etc.
- \_\_\_\_\_ 5. Complete the following pre-training assignment:

### **PRE-TRAINING ASSIGNMENT:**

Please prepare a list of 15 duties and expectations that you would expect an upcoming Park Maintenance Supervisor and District Maintenance Chief to perform and accomplish in your District and program area of responsibilities. Consider whether or not these duties are accurately represented by Maximo/SBB assessment, and how they relate to the Class specification for Maintenance Chief.

Be prepared to discuss the challenges required to mentor new facility personnel in the department, including supervisory and management.

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

**DISTRICT MAINTENANCE CHIEF TRAINING**  
**A G E N D A – March 18 - 23, 2018**  
**Marconi**

**Sunday**  
**March 18**

1700-	REGISTRATION: Check in at Marconi	All
1800-	Dinner	All

**Monday**  
**March 19**

0700-0800	Breakfast	All
0800-0830	Program Orientation	Beach
0830-0930	Expectations and Issue Identification	Allsop
0930-1200	FMD/Service Center Merge Update	Allsop/Matsumoto
1200-1300	Lunch	All
1300-1500	District Organizational Charts	Knapp
1500-1700	Director and Deputy Director Update	Mangat/McGuirk
1800-	Dinner	All

**Tuesday**  
**March 20**

0700-0800	Breakfast	All
0800-0900	Budgets: Ongoing, Cat I, Roads, WWW	Allsop
0900-1200	Maximo/SBB/Positions/Budgets	Allsop/Schoppman
1200-1300	Lunch	ALL
1300-1400	Fi\$CAL and Year End Update	TBA
1400-1500	PW Contracting, New Limits Fi\$cal Updates	TBA
1500-1600	Cal Recycle-Mandatory Organics Recycling	Cal Recycle
1600-1700	Service Center/District Service Requests	Cabrera/Osanna
1800-	Dinner	All

**Wednesday**  
**March 21**

0700-0800	Breakfast	All
0800-1200	Exercise-Duties/Expectations/Mentoring New And Existing DMC: Reporting	Allsop
1200-1300	Lunch	All
1300-1500	Equipment Management Updates/Low Utilization ZEV, EVSE, AB1083 Arc/Voyager Enabling	Belltawn
1500-1700	OHMVR Update	Fuzie
1800-	Dinner	All

**DISTRICT MAINTENANCE CHIEF TRAINING**  
**A G E N D A – March 18 - 23, 2018**  
**Marconi**

**Thursday**

**March 22**

0700-0800	Breakfast	All
0800-1000	Water Systems Update, GIS Mapping	Bartow
1000-1200	Post Incident Wildfires- Road Assessments, Fuel Hazards, Power Line ROW, etc.	Cal Fire - PUC
1200-1300	Lunch	All
1300-1500	Natural Resources and Post Fire Discussions	Chamberlain/Schaffer
1500-1700	Major Damage Prescriptions FEMA	Allsop
1800-	Dinner	All

**Friday**

**March 23**

0700-0800	Breakfast	All
0800-0900	Gateway to Fiscal	Rucker
0900-1000	Bridge Program	Service Center
1000-1130	Housing Updates	Schoppman
1130-1200	Wrap Up - Review	Allsop



## **DISTRICT MAINTENANCE CHIEF TRAINING UPDATE**

### **INTRODUCTION AND ORIENTATION OF PARTICIPANTS**

Participants will receive an orientation to the facility and this training, and be introduced to each another. Share expectations for the training program.

### **OPERATIONS AND A&D PERSPECTIVE**

Welcome and insight from Department Managers to the Maintenance Chief Training.

### **FACILITY MANAGEMENT**

Current information on Facility Management and Park Operations - where we are as an organization and what to look for in the future.

### **OFF HIGHWAY VEHICLE OPERATIONS**

Share the perspective of OHV Management; the culture, and mystique of the OHV Division.

### **PARKS FORWARD - FACILITATED DISCUSSION**

Formulate items for discussion with Department Core Staff in an open and friendly forum.

### **REVIEW AND CONCLUSION**

Review and discuss issues and items from the training and address pre-training questions.