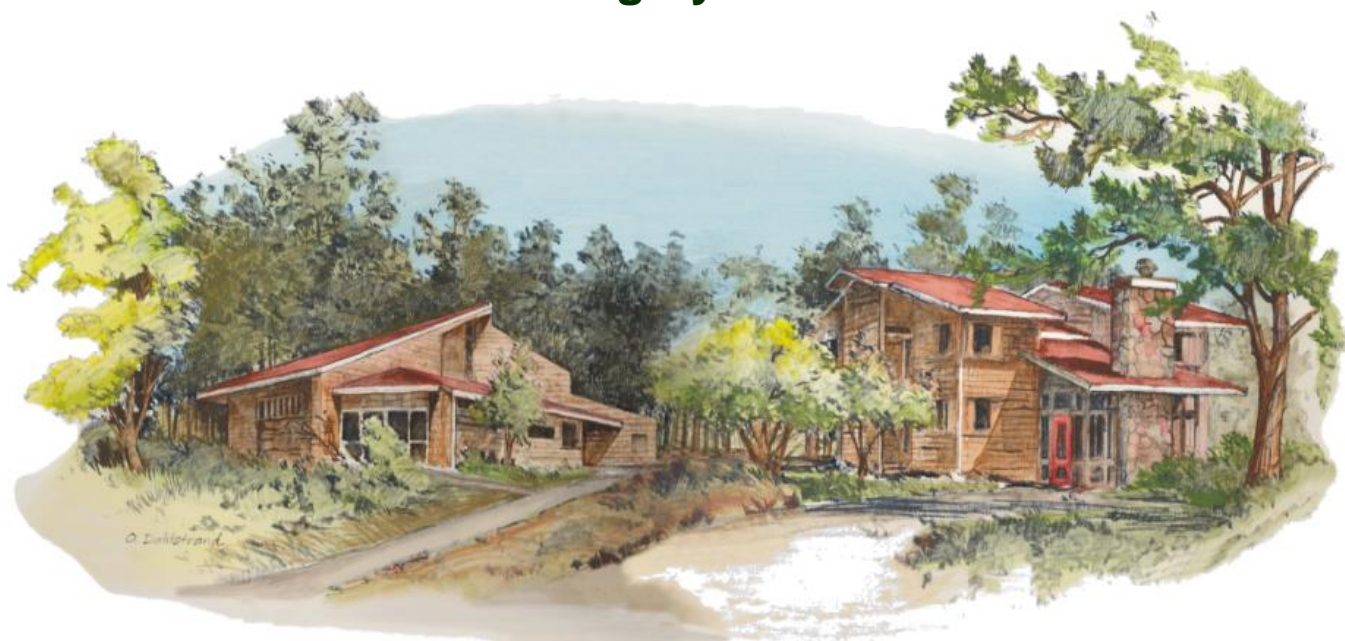


INTERMEDIATE PLUMBING SKILLS

November 13-18, 2016

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 17, 2017

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Intermediate Plumbing Skills Group 37

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 Coordinator.
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

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	6
Post-Training Assignment	7
Agenda.....	8
Program Outline	10
Program Purpose and Objectives	11
Location Map.....	14

***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and
productivity through consulting, collaboration,
training, and development.***

TRAINING SECTION STAFF

Debbie L. Fredricks.....Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran EMS and LFG Training Coordinator
Jeffrey Beach..... 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
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Jessica Kohls.....Program Assistant

THE MISSION

of the 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

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 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) and on the Parks and Recreation website under the Learning/Training Section. 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 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. The Mott Training Center does not have the capability to provide transportation to/from Monterey airport.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

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 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise Jeff Beach your Training Consultant no later than two weeks before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

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 Specialist 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 Specialist 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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Training Consultant, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have

meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 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, please contact the Training Consultant Jeff Beach to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Consultant will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

13. **TRAINING CENTER:** The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **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.
16. **TRAINING SECTION STAFF:** Jeff Beach is your Training Consultant and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. 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.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training 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.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Specialist may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training

Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
PO Box 699, Pacific Grove, CA 93950
22. 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.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center the following list is provided:

- _____ 1. Read and understand the Intermediate Plumbing Skills Program Syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Complete the enclosed pre-training assignment.
 - Intermediate Plumbing Skills is a training program which requires the participant to have a working knowledge of basic plumbing practices prior to attendance. The pre-training assignment will assist training participants to review the materials covered previously in the Basic Plumbing Skills training program.
 - Read the course material contained in the workbook. At the end of the workbook you will find a series of questions. Answer the questions in the workbook and copy your answers onto the answer sheet provided.
 - Discuss the Intermediate Plumbing Skills program with your supervisor. What specific changes in your abilities and performance are expected to result from your attending this training? List these expectations along with your own under "Expectations" on the back of the "pre-training answer sheet".
 - Discuss the projects you will be assigned in the next twelve months which will utilize the skills developed during the training program.
 - The pre-training answer sheet will be collected during the program orientation. Completion of the pre-training assignment and bringing the correct personal safety equipment are mandatory and will count for 20% of your program grade.
- _____ 3. Arrange your travel through your District Office/Section.
- _____ 4. Remember to bring the following with you to training:
 - Program syllabus, study guide and all pre-training assignments.
 - Personal safety equipment (eye, ear, head and hand protection).
 - Coveralls or appropriate work clothing and sturdy work boots.
 - Proper field uniform (review Uniform Handbook).
 - Coffee cup, pens, pencils.

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.

INTERMEDIATE PLUMBING SKILLS GROUP 37 – A G E N D A
November 13-18, 2016

Lead Instructor: Larry Weingarten
Assistant Program Coordinators: Dana Sarandria,
Peter Hemp, and Mark Casanova

Special Notice:

This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return by 1700.

Sunday

November 13

1500	REGISTRATION: <i>Check in at the Asilomar Administration Building.</i>	All
------	--	-----

Monday

November 14

0830-0930	Orientation	Beach
0930-1100	Basic Plumbing Review	Weingarten
1100-1200	Task Hazard Analysis	All/Class
1200-1300	Lunch	
1300-1400	Demonstrations/Pipefitting-Iron	All
	Demonstrations/Pipefitting-PEX	Weingarten
	Demonstrations/Pipefitting-Copper	All
1400-1530	Shop Applications/Pipefitting	All/Class
1530-1630	Introduction to Drain, Waste, and Vent Systems (DWV)	Hemp

Tuesday

November 15

0830-1000	Shop Applications/DWV	All/Class
1000-1200	Water Heater Maintenance	Weingarten
1200-1300	Lunch	
1300-1500	Shop Applications/Water Heaters	Weingarten
1500-1530	Shop Drawings/As-Builts	All
1530-1630	Introduction to Water Distribution Systems	Sarandria

INTERMEDIATE PLUMBING SKILLS GROUP 37 – A G E N D A
November 13-18, 2016

Lead Instructor: Larry Weingarten
Assistant Program Coordinators: Peter Hemp,
Dana Sarandria, and Mark Casanova

Special Notice:

This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return by 1700.

Wednesday

November 16

0830-0900	Introduction to Water Distribution Systems	Sarandria
0900-1000	Shop Applications/Water Distribution	All/Class
1000-1200	Introduction to Gas Systems	Hemp
1200-1300	<i>Lunch</i>	
1300-1500	Shop Applications/Gas Piping	All/Class
1500-1630	Shop Applications/Project	All/Class

Thursday

November 17

0830-1200	Shop Applications/Project	All/Class
1200-1300	Lunch	
1300-1430	Shop Applications/Project	All/Class
1430-1630	Demonstrations/Repairs	All/Class

Friday

November 18

0830-1030	Shop Applications/Repairs	All
1030-1130	Final Exam	All
1130-1230	Program Summary and Evaluation	Beach
1230	Lunch and Departure	

TRAINING PROGRAM: INTERMEDIATE PLUMBING SKILLS

36 HOURS

PROGRAM OUTLINE

Total
Hours

ORIENTATION..... 0.5
Program Overview.....

GAS SYSTEMS 5.5
System Overview and Code Requirements.....
Gas Appliances.....

DRAINAGE (DWV) AND SEWAGE SYSTEMS 7.0
System Overview and Code Requirements.....
Demonstrations.....
Applications.....

WATER DISTRIBUTION SYSTEMS..... 15.5
System Overview and Code Requirements.....
Water Heater Systems.....
Demonstrations.....
Applications.....

ADDITIONAL PLUMBING SUBJECTS 6.0
Shop Drawings/As-Builts.....
Project Demolition and Clean-up.....
Program Review.....

EXAMINATIONS 1.0

PROGRAM EVALUATION 0.5

Total Hours 36.0

INTERMEDIATE PLUMBING SKILLS

PROGRAM PURPOSE AND OBJECTIVES

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the program coordinator and facilitator. The group will share expectations for the training program. In addition, program content will be reviewed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Adhere to all Training Center guidelines.
4. Review pre-training assignment.

DRAINAGE (DWV) AND SEWAGE SYSTEMS

Purpose: To familiarize park maintenance workers with drainage (DWV) and sewage plumbing systems which will enable them to perform routine plumbing repairs.

Performance Objectives: By the close of the session the participant will

1. Identify the basic components of drainage (DWV - drain, waste, and vent) plumbing systems used in the general plumbing trades.
2. Describe the common components of sewage plumbing systems used in California State Parks and plumbing trades.
3. Define the purpose, use and function of plumbing components and systems.
4. Recognize, select, and use the correct plumbing work tools relating to drainage and sewage systems.
5. Select and install various components comprising drainage and sewage systems.
6. Diagnose basic drainage (DWV) and sewage system problems and make repairs.

INTERMEDIATE PLUMBING SKILLS

PROGRAM PURPOSE AND OBJECTIVES

WATER DISTRIBUTION SYSTEMS

Purpose: To provide park maintenance workers with the ability to maintain and make routine repairs on water distribution systems.

Performance Objectives: By the close of the session the participant will

1. Define the basic components of water distribution systems used in the plumbing trade.
2. Express the purpose, use and function of these components and distribution systems.
3. Identify the most energy efficient water heater to purchase and what heater features they should be looking for; also, how to retrofit an existing system for optimum performance and longest life.
4. Describe and use the correct plumbing work tools relating to water distribution systems.
5. Employ the skills necessary to select and install various components comprising water distribution systems.
6. Explain how to diagnose basic water distribution system problems and to make subsequent repairs.

PLUMBING TOOLS AND MATERIALS

Purpose: To provide park maintenance workers with the ability to select and use the proper plumbing tools and materials for making routine plumbing repairs, replacement or new installations on park facility plumbing systems.

Performance Objectives: By the close of the session the participant will

1. Identify the common plumbing tools and materials currently used in the plumbing trades.
2. Describe the proper types of plumbing materials for making repairs and installations.
3. Use various types of plumbing materials.

INTERMEDIATE PLUMBING SKILLS

PROGRAM PURPOSE AND OBJECTIVES

4. Explain how to maintain plumbing repair tools, related hand and power tools in proper working order.

ADDITIONAL PLUMBING SUBJECTS

Purpose: To provide park maintenance workers with an understanding of allied technical subjects such as plumbing related safety regulations, irrigation systems and blueprint comprehension.

Performance Objectives: By the close of the session the participant will

1. Identify the industrial safety regulations affecting employee safety, plumbing applications and pressurized vessels and piping.
2. Describe the basic components of common irrigation systems.
3. Explain basic plumbing blueprint comprehension.
4. Compose proper project materials lists, plumbing installation drawings, and as-built drawings for various projects.

Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

