

MASONRY SKILLS

Mount San Jacinto State Park
Idyllwild, CA

October 15-19, 2018

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 24, 2018

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Masonry Skills Group 14

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.



Debbie L. Fredricks
Training Section Chief

Attachment
cc: Participant

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Mission Statement Training Section

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

TRAINING SECTION STAFF

Debbie L. Fredricks.....	Training Section Chief
Ann D. Slaughter	Mott Training Center Manager
Eric Marks.....	Leadership and Staff Development 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
Vernon Reyes	Instructional Designer
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
Jessica Kohls.....	Assistant Program Coordinator
Ricky Roldan.....	Assistant Program Coordinator
Pamela Yaeger	Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation 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 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 participants with a reporting location farther than 50 miles from Mount San Jacinto State Park, Idyllwild, CA, at the SILVER PINES LODGE, 25955 Cedar St., Idyllwild, CA 92549. Check-in will begin at 3:00 PM, Sunday, October 14th. Reservations have been made, please do not contact hotel directly. If you have special concerns, please contact Training Specialist Jeff Beach at Jeffrey.Beach@parks.ca.gov

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. **MEALS:** Meals will NOT be provided, participants will need to handle their own meals, **including bringing a sack lunch each day to class at Mount San Jacinto State Park**, as there is no nearby food service to the class location. There are plenty of restaurants, and stores near the Silver Pines Lodge, so participants will have choices for their other meals, and places to purchase lunch items for class. Participants with reporting locations farther than 50 miles from Mount San Jacinto SP may file a Travel Expense Claim following the class.

7. 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 State Parks grounds during class, 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. TRAINING LOCATION: Mount San Jacinto State Park, 25905 Hwy 243, Idyllwild, CA 92549.
9. 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.
10. TRAINING SECTION STAFF: Jeff Beach is your Training Specialist 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.
11. 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.
12. 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.
13. 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.

14. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
15. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
16. 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 San Pasqual Battlefield State Historic Park the following list is provided:

- _____1. Read and understand the Masonry Skills Program Syllabus prior to your arrival at the Training Center.
- _____2. Complete the following pre-training assignment.
- Complete the Masonry Skills Pre-Training Assignment attached to this syllabus.
 - Discuss the Masonry Skills program with your supervisor. What specific changes in your abilities and performance are expected to result from you attending this training?
 - Discuss the projects you will be assigned in the next twelve months, which will utilize the skills developed during the training program.

NOTE: The Pre-Training Assignment will be collected during the program orientation. Completion of the Pre-Training Assignment and bringing the proper personal protective equipment is mandatory; it will count for 20% of your program grade. If you have questions or need help, call the Training Specialist, Jeff Beach, at (831) 901-5864 or e-mail Jeffrey.Beach@parks.ca.gov

- _____3. Remember to bring the following with you to training:
- Program syllabus and workbook, clipboard, and pencils/pens
 - Personal safety equipment (eye, ear, head and hand protection).
 - Refillable water bottle, reusable coffee cup.
 - Proper field uniform, rain gear, coveralls and/or appropriate work clothing. Please wear field uniform on Monday. You may wear suitable work clothing, and work boots Tuesday-Friday. NOT ALLOWED-shorts, torn or ripped clothes, inappropriate caps-shirts (no political/social commentary). See uniform handbook and note in Formal Training Guidelines #7.
 - In case of inclement weather, bring serviceable rain gear.

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 training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

MASONRY SKILLS GROUP 14 – A G E N D A – October 15-19, 2018

Lead Instructors: Joe and Manuel Lechuga

Assistant Program Coordinators: Jodi Whelchel, Jonathan Lechuga, and Paul Lechuga

Special Notice:

This program will be conducted at the Mount San Jacinto State Park, 25905 Hwy 243, Idyllwild, CA 92549. Vans are available to transport participants staying at the Silver Pines Lodge, Idyllwild, CA to and from the training site, leaving at 0800 hours sharp each day, returning at 1645.

Sunday

October 14

1500- REGISTRATION: *Check in Silver Pines Lodge* All
Idyllwild

Monday

October 15

0815-0900	Introductions, Expectations	Beach
0900-0930	Official Welcome, Project Overview	Hudgens
0930-1100	Mt San Jacinto Cultural and Natural Background	Carver
1100-1200	Project History and Background	Whelchel
1200-1300	Lunch	
1300-1400	Masonry in Historic Structures	Lechuga
1400-1430	Concrete	Lechuga
1430-1530	Material Estimating	Lechuga
1530-1645	Layout and Form Construction (lecture and practical)	Lechuga

Tuesday

October 16

1000-1030	Safety and THAs	Whelchel
1030-1200	Rotating projects: Slab, pads, tables, walls	All
1200-1300	Lunch	
1300-1600	Rotating projects	All
1600-1645	Clean-Up	All

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Wednesday

October 17

0815-0930	Rotating projects: Slab, pads, tables, walls	All
1200-1300	Lunch	
1300-1600	Rotating projects: Slab, pads, tables, walls	All
1600-1645	Clean-Up	All

Thursday

October 18

0815-1200	Rotating projects: Slab, pads, tables, walls	All
1200-1300	Lunch	
0830-1200	Rotating projects: Slab, pads, tables, walls	All
1530-1600	Clean-Up	All
1600-1645	Review	All

Friday

October 19

0815-1030	Final Exam	All
1030-1130	Program Review	All
1130-1200	Program Summary and Evaluation	Beach
1200-	Lunch and Depart	

PROGRAM: MASONRY SKILLS

36 HOURS

PROGRAM OUTLINE

	<u>Total Hours</u>
<u>ORIENTATION</u>	1.0
Program Overview and MPC Registration.....	
<u>CONCRETE CONSTRUCTION</u>	8.0
Materials.....	
Forms and Forming.....	
Mixing and Placing.....	
Finishing.....	
Estimating	
<u>MASONRY TOPICS</u>	16.0
Soil Cement.....	
Brick Laying.....	
Block Laying.....	
Stone Setting.....	
Repairs.....	
<u>RELATED SUBJECTS</u>	10.0
Safety.....	
Tools	
Historic Applications	
Performance Evaluations and Examinations.....	
Material Handling and Clean-up.....	
<u>PROGRAM EVALUATION</u>	<u>1.0</u>

Total Hours 36.0

MASONRY SKILLS

PROGRAM ORIENTATION

Purpose: Participants will meet one another, the training specialist, and facilitators. 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.

HISTORIC MASONRY: Rock wall construction

Purpose: Participants will identify masonry repair materials which are compatible with those used in historic structures.

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

1. Demonstrate basic masonry structural mechanics.
2. Review the Philosophy of Historic Preservation and its relationship to masonry structures.
3. Identify:
 - A. Historic masonry construction.
 - B. Historic masonry materials.
 - C. Historic masonry construction practices.
 - D. Conditions that lead to problems in historic masonry.
 - E. Symptoms of the problems and trouble shoot causes.
4. List potential repairs for problems and the effects of some repairs.

SAFETY

Purpose: Participants will be introduced to masonry safety issues.

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

1. Review injuries commonly occurring in masonry trades.
2. Identify harmful agents in masonry materials.
3. Review correct lifting and carrying procedures.

CONCRETE MASONRY SKILLS

Purpose: Participants will be able to plan, prepare and use concrete in common, small-scale park applications.

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

1. List the ingredients and mixes of concrete.
2. Identify basic construction practices for building concrete forms.
3. Describe the processes involved in finishing concrete steps, sidewalks, and drives.
4. Apply the mathematics used in calculating quantity of concrete.
5. Discuss the importance and use of steel in concrete construction.

Silver Pine Lodge

