

Advanced Trails Program: Maintenance and Management CCC

October 18-23, 2009

Training Syllabus



William Penn Mott Jr. Training Center



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***Mission Statement
Training Office***

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

TRAINING SECTION STAFF

Tina Williams Department Training Officer
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Charles Combs Training Specialist
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Connie Breakfield Cadet Training Officer
Matt Cardinet Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Eric Marks Program Assistant

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

Since 1969, California State Parks 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 and, most recently, the Two Rivers Training Facility in Sacramento. We also train at appropriate field locations across the country. 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:** 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. (Pre-training assignments are listed in the "Program Attendance Checklist" section.)
3. **HOUSING FOR CCC PARTICIPANTS:** All arrangements are being made through the Headquarters Training Unit. Contact the HQ Training Unit for details.

4. HOUSING FOR DPR AND OUTSIDE PARTICIPANTS: You are on your own for lodging for this training. If you would like some suggestions for possible lodging please feel free to contact the Program Coordinator, Chuck Combs, by telephone at (831) 649-7124 or via e-mail at chuck@parks.ca.gov .
5. MEALS: CCC, DPR and Outside Agency participants and instructors will be responsible for making their own arrangements for meals. **Meals will not be available at the field sessions. Plan ahead!**
6. CLOTHING: Uniforms are not required for this program. Special clothing requirements for your program are described in the "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
7. 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.
8. TRAINING CENTER STAFF: A Mott Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
9. FORTUNA CCC CENTER STAFF: The Director of the Fortuna Center can be contacted for any assistance needed to support the training.
10. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you.
11. COLLEGE CREDIT: This program is accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
12. MPC STUDENT ID: This class is accredited through the Monterey Peninsula College (MPC). If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReg&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

13. SAFETY/COMFORT REMINDER: The Northern California Coastal Rainforest experiences in excess of 70 inches of combined rain and fog annually. We will be training at the beginning of the wet season, so be prepared for adverse weather. Bring rain gear and layered work clothing that will allow you to stay comfortable while working/hiking in inclement conditions. There will be poison oak at this training.
14. 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. Please limit those calls to your breaks. Also note – due to remote, rural location most cell phones only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls.

Warning – Poison oak, which many people find highly irritating to the skin, is prevalent in this area. Persons who may have sensitivities are advised to take care to not come in contact with this plant while hiking and working, and should take any other preventative measures as may be appropriate.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENT

To assist you in your preparation for formal training the following list is provided:

- ___ Make arrangements for lodging and meals as described in the Housing and Meals sections of the Training Guidelines.
- 1. Read and understand the Advanced Trails Program: Maintenance and Management Syllabus prior to your arrival at the training.
 - Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
- 2. Remember to bring the following with you to training:
 - Program syllabus and Trails Handbook.
 - Personal safety equipment (safety glasses, ear protection, gloves, hardhat, sunscreen, **wading shoes and pants for the bridge assessment exercise**).
 - Appropriate work clothing and rain gear with good work boots.
 - Daypack to carry any personal items and drinking water.
 - Alarm clock, pens, pencils.
- 3. If you have questions or need help contact the Program Coordinator, Chuck Combs, by telephone at (831) 649-7124 or via e-mail at chuck@parks.ca.gov .

THE FIELD LABS ON MONDAY THROUGH THURSDAY WILL REQUIRE WEARING HARD HATS. STUDENTS WITHOUT A HARD HAT WILL NOT BE ALLOWED TO PARTICIPATE IN THE FIELD EXERCISE.

For DPR Participants
POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

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.

ADVANCED TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP CCC
A G E N D A – October 18-23, 2009

Wednesday

October 21 (continued)

	Stage 1 Bridge Construction - BLUE TEAM	Fisher/Shannon/ Spann
	Stage 2 Bridge Layout and Rigging - RED TEAM	Allsop/Beers
1200-1300	Lunch in the Field	

Thursday

October 22

0800-1700

	Rotating Labs: Puncheon Construction - BLUE TEAM	Knapp/Turner
	Stage 1 Bridge Construction - RED TEAM	Fisher/Shannon/ Spann
	Stage 2 Bridge Layout and Rigging - GREEN TEAM	Allsop/Beers
1200-1300	Lunch in the Field	

Friday

October 23

0800-0930

0800-0930	Motorized Trail Equipment Lecture	Allsop
0930-1100	CCC Trail Contracting	Knapp
1100-1130	Course Review	Beers/Knapp
1130-1200	Program Evaluation and Departure	Combs

PROGRAM: ADVANCED TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u>	1.0
<u>PUNCHEON AND BRIDGE LAYOUT AND CONSTRUCTION</u>	30.0
Assessment.....	
Construction Lab	
Lecture	
Layout	
<u>MOTORIZED EQUIPMENT</u>	1.5
Environmentally Sensitive Techniques.....	
Cost Benefit.....	
<u>CCC TRAIL CONTRACTING</u>	1.5
Work Logs	
CCC Contracting	
<u>CLASS REVIEW AND FINAL EXAM</u>	1.5
<u>PROGRAM EVALUATIONS</u>	<u>0.5</u>
TOTAL HOURS.....	36.0

ADVANCED TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT

PROGRAM ORIENTATION AND MPC REGISTRATION

Purpose: Participants and trainers will become reacquainted with each other and the Program Coordinator. The group will be given information on the logistics of the week's training program. Each participant will share how they have applied the knowledge gained in the two previous programs at their district and what expectation they have for this program. In addition, the program content will be reviewed and each participant will complete a registration form for Monterey Peninsula College.

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. Complete Monterey Peninsula College registration materials.

BRIDGE LAYOUT AND CONSTRUCTION

Purpose: Develop the participant's knowledge of trail bridge construction and maintenance techniques, proper site planning and crossing alternatives.

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

1. Identify the necessity and design of different types of trail bridges.
2. Demonstrate sound project management principles that are required to properly locate and construct a trail bridge on park land.
3. Develop knowledge of skills and techniques to safely construct a complete wooden trail bridge.

MOTORIZED EQUIPMENT

Purpose: To develop an understanding of the appropriate use of motorized equipment in a Trail Maintenance and Management Program.

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

1. Avoid the environmental impacts of trail construction and maintenance utilizing motorized equipment.

2. Evaluate the cost benefits of motorized equipment in construction and maintenance projects on trails.
3. Gain a working knowledge of the logistical support requirements for utilizing motorized equipment.
4. Work safely on trails with support crews and motorized equipment at the same time.

CCC TRAIL CONTRACTING

Purpose: Learn to develop labor, material, tool and equipment work logs for trail maintenance activities and to input the data into a data base program.

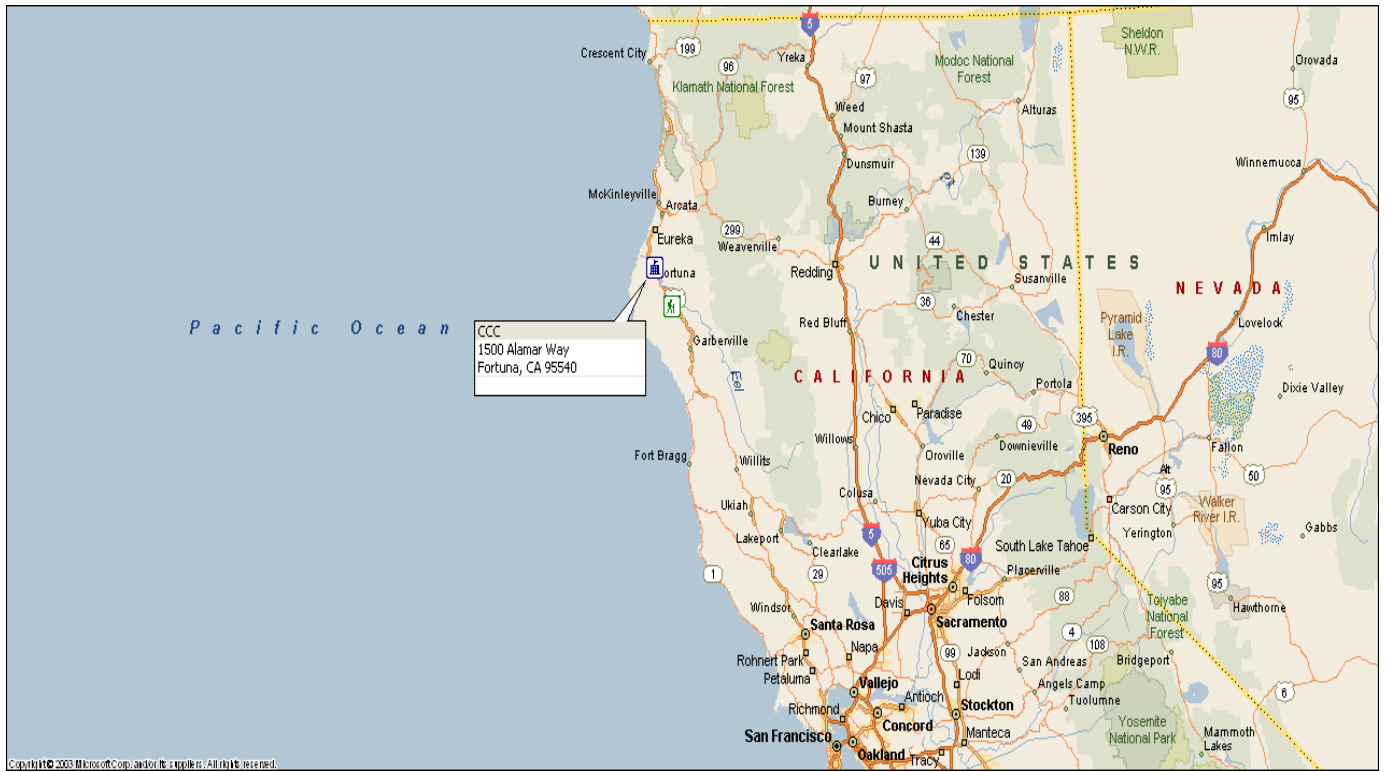
Performance Objective: By the close of the session the participant will

Recognize the importance of performing trail work logs.

1. Input the trail feature data construction data into spreadsheets to capture trail labor, material, equipment, and contract costs.
2. Reconcile job plans with construction data into.
3. Use trail inventories and trail structure assessments to develop work logs and actual costs.

TRAINING AREA MAPS





Training Vicinity

