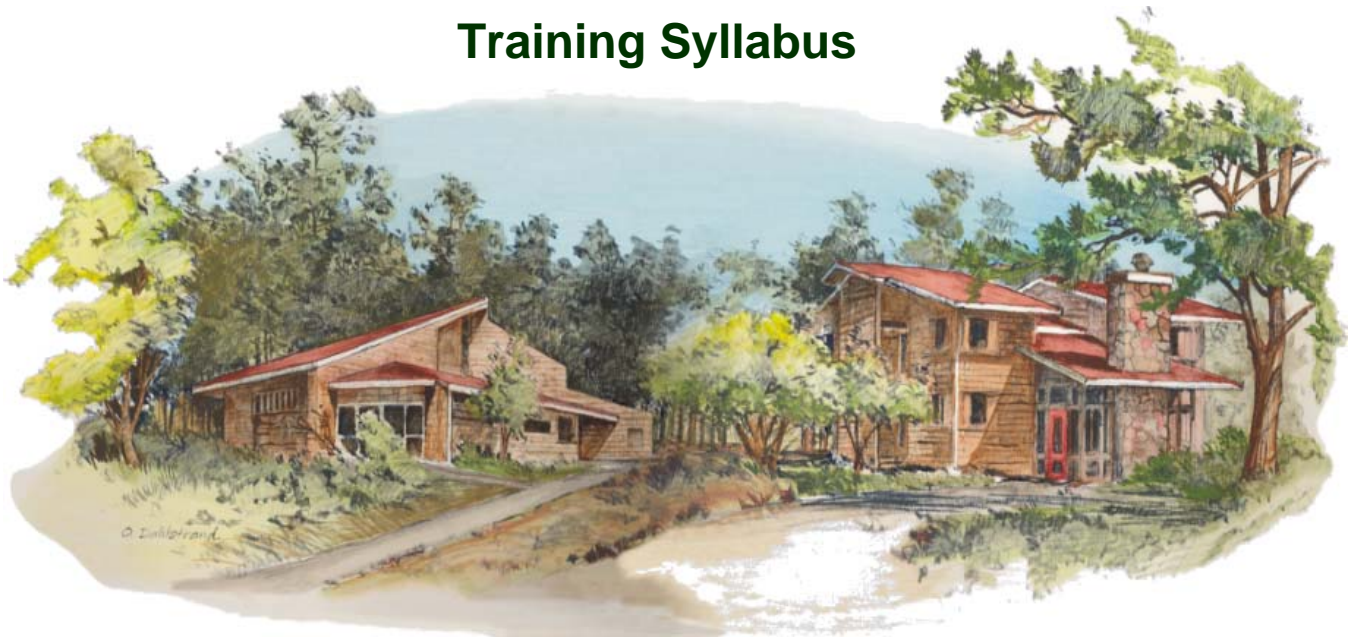


BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT

June 5-10, 2011

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: May 12, 2011
To: Supervisor
From: **William Penn Mott Jr. Training Center**
Department of Parks and Recreation
Subject: Employee Attendance at Formal Training
Basic Trails Program: Maintenance and Management Group 8

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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 and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

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



Tina L. Williams
Department Training Officer

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 CENTER STAFF

Tina Williams Department Training Officer
Pat Bost Office Manager
Matt Cardinet (Acting) Academy Coordinator
Chuck Combs Training Specialist
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Dan Kraft..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Rogers Williams..... 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, 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). 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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from Pfeiffer Big Sur State Park 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 are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. There will be a vanpool to take you from the Big Sur Lodge to the field training sites. The cost of your travel (air fair, 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. Please advise the Training Specialist later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in 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 arrangements are made and they are registered beforehand. Quiet hour for lodge living areas is 10:00 p.m.

If you are not a State of California Department of Parks and Recreation or National Park Service participant, you are responsible for your meals and lodging. You will be expected to pay at check out. Most participants have already made arrangements through their registration form to use the State Park room block and meals. If you are not sure of your status, please check with Program Coordinator, Chuck Combs, by telephone at 831-649-7124 or via email at chuck@parks.ca.gov.

As a courtesy we have arranged for outside agency participants to book rooms and meals at the same rate. That rate is \$84 double occupancy. Meals are available for \$34 per day, which includes a hot breakfast buffet, lunch buffet, with box lunch for field days and day of departure, and dinner buffet. Prices do not include tax. Vegetarian offerings are available at all meals. If you specific dietary needs i.e. vegan or gluten free, please contact Program Coordinator, Chuck Combs, by telephone at 831-649-7124 or via e-mail at chuck@parks.ca.gov. The Big Sur Lodge does not accept checks.

Please Note: You may be assigned a room at a motel type room 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. Please 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 72 hours 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 72 hours notice.

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

6. MEALS: If you are a State or National Park participant or staying in group arranged room block, 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 noon for lunch, and 6 p.m. for dinner. Box lunches will be provided Wednesday, Thursday and Friday. If you require a special diet, notify the Training Coordinator ASAP weeks before your scheduled arrival.
7. CLOTHING: Uniforms are not required for this program. Special clothing requirements for your program are described in "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
8. SMOKING: Smoking is not permitted in any lodge or guest room or training room.
9. REGISTRATION: When you arrive at Pfeiffer Big Sur SP, if you are staying in the room block reserved by State Parks, go directly to the front desk at the Big Sur Lodge for your room key. The first class meeting will be at 08:00 hours in the
10. 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.
11. TRAINING SECTION STAFF: Chuck Combs is your Training Specialist 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.
12. TRAINING MATERIALS: May be made available to you at both your unit and the class Training Center. 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.

13. 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 Officer 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.
14. VEHICLES: All vehicles should be parked in the lots adjacent to the lodging. Any questions regarding use of a State vehicle while at the training should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator.
15. CELL PHONES AND WIRELESS SERVICE: 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 the extreme remote, rural location most cell phones and Wireless Services only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls and connecting to data services.**
16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

PROGRAM ATTENDANCE CHECKLIST

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

- 1. Read and understand the Basic Trails Program Maintenance and Management Syllabus prior to your arrival at the Pfeiffer Big Sur State Park.

PRE-TRAINING ASSIGNMENTS:

- ✓ Review the Post-Training Assignment in this syllabus with your supervisor. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.

NOTE: Completion of the pre-training assignments and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.

- 2. Remember to bring the following with you to training:
 - ✓ Program syllabus
 - ✓ P.P.E. - safety equipment (eye, ear, hand protection and a hard hat)
 - ✓ Appropriate work clothing and rain gear with good work boots
 - ✓ Day pack, Abney hand level and/or clinometer and water bottle/canteen
 - ✓ Alarm clock, pens, pencils

NOTE: If you are unable to locate or bring these items contact Chuck Combs at the Mott Training Center ASAP before the class and we will attempt to find gear to loan you during the class.

- 3. Do not contact the Big Sur Lodge to make any personal arrangements. All special arrangements must be made via the Training Center Office. 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.

IMPORTANT – Please read directions to class on page 15 of this syllabus.

If you are not a State of California Department of Parks and Recreation or National Park participant, you will be responsible for paying for your meals and lodging at check out. The Big Sur Lodge **does not** accept checks. See Section #4 of the Training Guidelines.

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.

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.

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 8
AGENDA – June 5-10, 2011

<p>Be sure to read directions to class on page 15 of this syllabus prior to your travel day.</p>

Sunday

June 5

1500-	REGISTRATION: <i>Check in at Big Sur Lodge, Pfeiffer Big Sur State Park</i>	All
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Monday

June 6

0800-0900	Program Orientation/MPC Registration/Expectations	Combs/Knapp
0900-1000	Trail Planning	Shannon
1000-1130	Trail Design Concepts	Allsop
1130-1230	Lunch	
1230-1400	Trail Layout Concepts	Fisher
1400-1700	Split Team - Accessible Trails Accessible Trail Lecture, Abney/Clinometer Training, Layout Exercise	Spann
1400-1700	Split Team - Layout Exercise Van Pool to Layout Site Abney/Clinometer Training, Layout Exercise	Fisher

Tuesday

June 7

0800-1130	Split Team - Accessible Trails Accessible Trail Lecture, Abney/Clinometer Training, Layout Exercise	Spann
0800-1130	Split Team - Layout Exercise Van Pool to Layout Site Abney/Clinometer Training, Layout Exercise	Fisher
1130-1230	Lunch	All
1230-1330	Trail Program Management	Knapp
1330-1400	Terms and Definitions	Shannon
1400-1500	Trail Tools and Materials	Turner
1500-1615	Trail Drainage and Tread Structures	Fisher
1615-1700	Trail Maintenance Principles and Priorities	Fisher

Wednesday

June 8

0800-0845	Trail Construction/Reconstruction Techniques	Allsop
0845-0915	Van Pool to Field Exercise Sites	All
0915-0945	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	
0945-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 8
AGENDA – June 5-10, 2011

<p>Be sure to read directions to class on page 15 of this syllabus prior to your travel day.</p>

Wednesday
June 8

1200-1230	Box Lunch	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

Thursday
June 9

0800-0845	Trail Rehabilitation/Obliteration	Turner
0845-0915	Van Pool to Field Exercise Sites	All
0915-0945	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	
0945-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	Box Lunch	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

Friday
June 10

0800-0930	Introduction to Trail Program Administration	Knapp
0930-1030	Aggressive Trail Users Management Strategies	Meyer
1030-1115	State Park Trails Policy and Changes-In-Use	Knapp
1115-1130	Class Review	Shannon/Turner
1130-1200	Program Evaluation	Combs
1200-	<i>Lunch and Departure</i>	All

**PROGRAM: BASIC TRAILS PROGRAM: MAINTENANCE AND
MANAGEMENT TRAINING**

36 HOURS

<u>PROGRAM OUTLINE</u>	<u>Total Hours</u>
<u>PROGRAM ORIENTATION AND INTRODUCTION</u>	1.0
<u>TRAIL ADMINISTRATION</u>	5.5
Trail Planning	
Trail Maintenance Criteria	
Terms and Definitions	
Introduction to Trail Logs	
Safety - Task Hazard Analysis	
Resource Hazard Analysis	
<u>INTRODUCTION TO TRAIL LAYOUT DESIGN</u>	11.0
Identify User Types, Season-Multi-Uses	
Identify Construction Design Criteria	
Control Points-Destinations	
Literature Review	
Trail Corridor Identification	
Major Control Points	
Visual Assessment	
Reconnaissance	
Trail Lay-Out Concepts	
Lab on Trail Layout/Design	
<u>BASIC TOOLS AND MATERIALS</u>	2.5
Basic Tools	
Basic Materials	
Lab on Trail Layout/Design/Construction/Reconstruction	
<u>CLEARING AND BRUSHING</u>	2.5
Definition	
Maintenance	
Lab on Trail Layout/Design/Construction/Reconstruction	
<u>TREAD AND DRAINAGE MAINTENANCE</u>	5.0
Tread	
Drainage	
Lab on Trail Layout/Design/Construction/Reconstruction	

**PROGRAM: BASIC TRAILS PROGRAM: MANAGEMENT
AND MAINTENANCE TRAINING**

36 HOURS

PROGRAM OUTLINE (CONTINUED)

Total
Hours

TRAIL REHABILITATION/OBLITERATION 3.5
Soil Aeration
Re-Contouring
Re-Vegetation
Barriers/Signs.....
Lab on Trail Layout/Design/Construction/Reconstruction.....

TRAIL FLAGGING EXERCISE 2.0
Instrument
Trail Flagging

INTRODUCTION TO ADA 2.0
Philosophical Background to the ADA.....
How Does ADA Apply to Trails.....
Field Exercises on ADA Layout.....

PROGRAM EVALUATION 1.0

Total Hours..... 36.0

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT TRAINING

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 and registration for Monterey Peninsula College completed.

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.

TRAIL ADMINISTRATION

Purpose: Participants will be introduced to: classification of individual trails within a park's trail system, a working vocabulary and glossary of trail terms, trail logs, assessing a trail maintenance activity in relation to safety and resource damaging issues.

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

1. Demonstrate the knowledge and understanding of different levels of trail classifications according to visitor use characteristics, park features, topography and sensitive resources.
2. Identify specific trail features and record them in a trail log inventory of an individual trail.
3. Complete a Safety Task Hazard Analysis and a Resource Hazard Analysis.

INTRODUCTION TO TRAIL LAYOUT AND DESIGN

Purpose: Participants will gain a working knowledge of new trail development including identification of control points and reconnaissance, the ability to use curvilinear alignment for topographic layout and drainage techniques.

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

1. Demonstrate the understanding of trail layout and design techniques needed to put in a new trail.
2. Recognize and identify major and minor control points related to new trail alignment.
3. Use topography and curvilinear alignment for appropriate drainage design and stream crossing.

BASIC TOOLS AND MATERIALS

Purpose: Provide the participants an introduction to basic tools and materials used for trail maintenance and construction.

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

1. Recognize basic tools used to implement trail work.
2. Identify native and non-native materials used in trail maintenance and construction.

CLEARING AND BRUSHING

Purpose: Participants will acquire the ability to recognize the difference between clearing and brushing, disposal techniques and cyclic clearing and brushing maintenance.

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

1. Demonstrate the knowledge and understanding of vegetation types including desirable, threatened and endangered species, large fallen trees, and vista management.
2. Recognize the difference between cyclic and trio brushing procedures.

TREAD AND DRAINAGE MAINTENANCE

Purpose: Develop the participant's knowledge of trail tread in relation to construction and maintenance, construction of drainage structures and drainage maintenance techniques.

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

1. Identify types of trail tread construction techniques i.e., full vs. partial bench, deficiencies of trail and special trail tread construction such as turnpike and switchbacks.
2. List in descending order of drainage methods related to water flow and trail tread design.
3. Demonstrate the ability to perform drainage maintenance activities to existing drainage structures on the trail tread.

TRAIL REHABILITATION/OBLITERATION

Purpose: Provide the participants with the knowledge of techniques used in trail obliteration and land form restoration of abandoned trail routes.

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

1. Identify the principles of soil aeration, re-contouring, re-vegetation, and the use of barriers and signs.

TRAIL FLAGGING EXERCISE

Purpose: Participants will learn to use Abney hand levels and clinometer to layout a trail grade and apply trail flagging principles.

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

1. Shoot grades with an Abney hand level or clinometer.
2. Identify trail grade, cutback and fill slope with trail flagging.
3. Use topographic features to enhance trail layout and installation of drainage structures.

INTRODUCTION TO ADA

Purpose: Participants will be introduced to the philosophy of the Americans with Disabilities Act in relationship to trail maintenance and construction. In addition, participants will understand the concept of varying levels of accessibility.

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

1. Understand the US Access Board guidelines for accessible trails.
2. Be able to perform basic trail evaluation for modifications required to convert a non-accessible trail to accessible specifications.

TRAIL CONSTRUCTION/RECONSTRUCTION LABS

Purpose: Participants will share in the construction of a new trail and reconstruction of improper trail design.

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

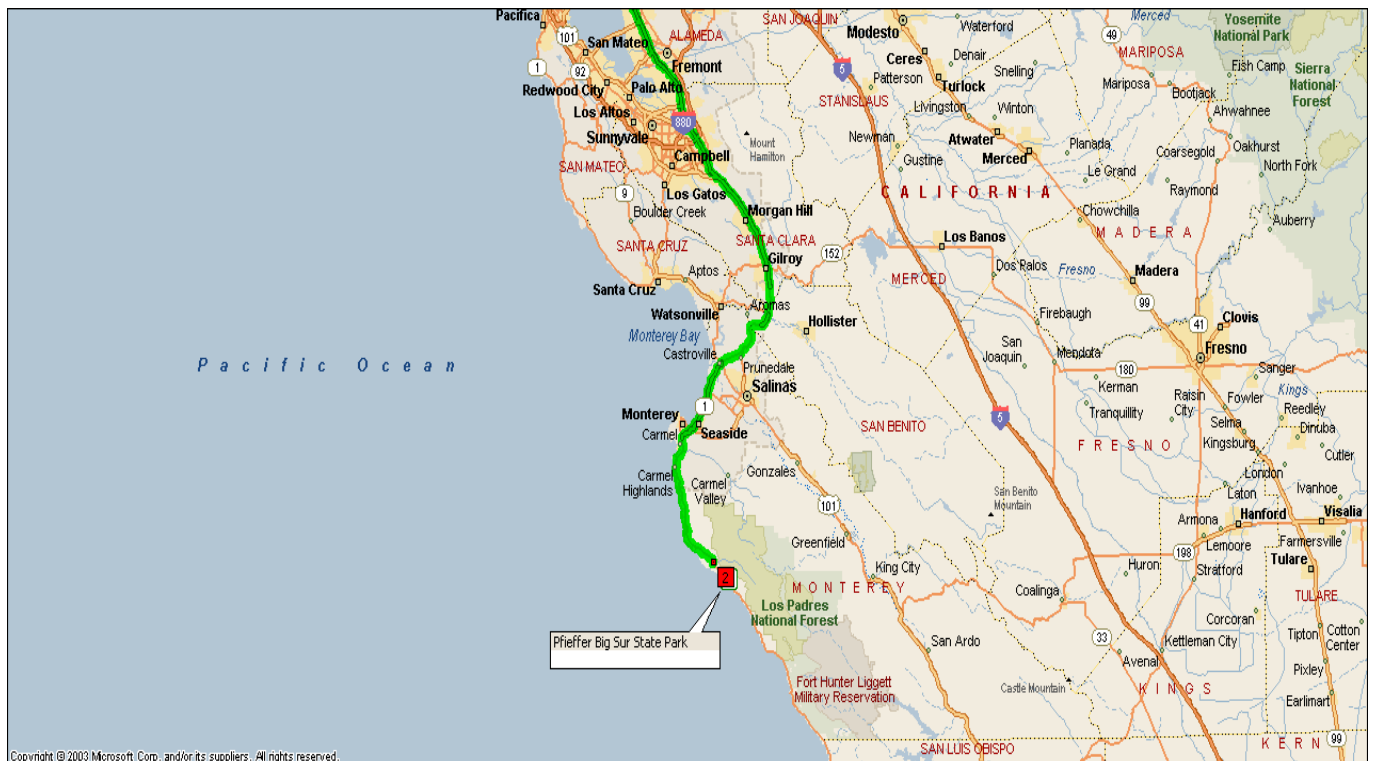
1. Properly construct a new trail with appropriate drainage structures.
2. Demonstrate their understanding of full and partial bench trail construction, the appropriate back and fill slope construction, and proper brushing needed for trail construction.
3. Recognize and correct improper trail tread problems such as slough and berm, entrenched trail, slides and uprooted trees and improper drainage.

Directions to the Class:

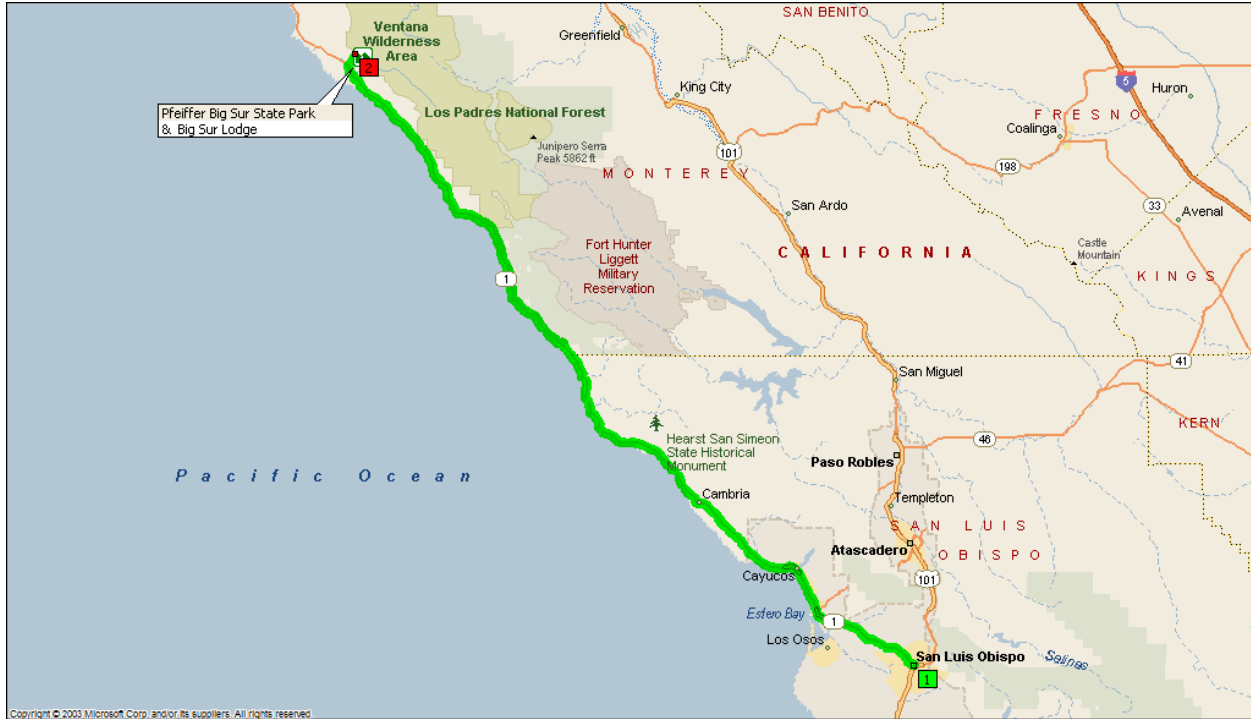
Highway 1 experienced a landslide that dropped a 100 ft section of the roadway into the sea. The slide occurred just south of Rocky Creek Bridge. The road has been temporarily repaired and opened to one way, signal light controlled traffic.

There is now a road slide south of Pfeiffer Big Sur State Park at Alder Creek. Currently there is no access to the class from the south on Hwy. 1. Repairs are in progress and the road maybe open by the start of the class. Please check before traveling up Hwy. 1 from south.

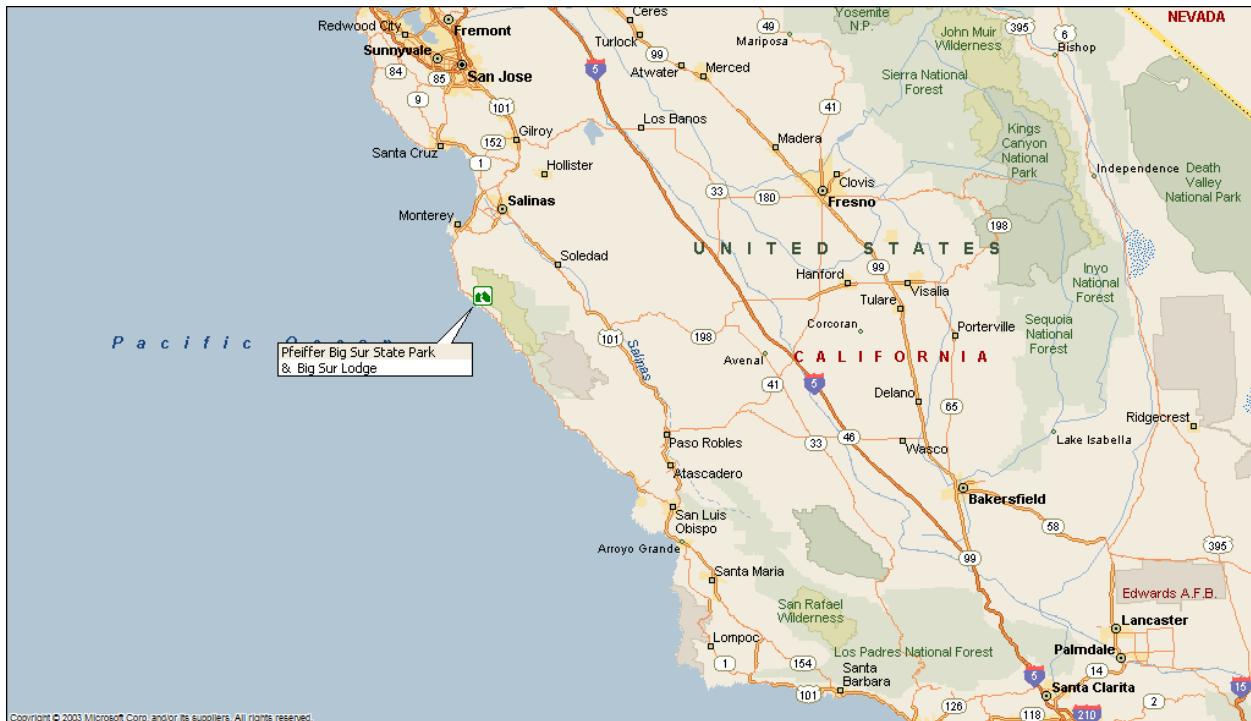
Route to Big Sur from the North



Route from South (see note on Page 15)



Vicinity Map



Detailed Site Map

