

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE – CCC SAN LUIS OBISPO November 3-7, 2008

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 CENTER STAFF

Tina Williams Department Training Officer (Interim)

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Chuck Combs Training Specialist

Sara Skinner Training Specialist

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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 Camp San Luis facility. Contact your local training coordinator for details.
4. **HOUSING:** For DPR and Outside Agency participants and instructors: you are being lodged at the Holiday Inn Express in San Luis Obispo. All arrangements for

housing will be made through Chuck Combs at the Mott Training Center. Overnight guests are not allowed; we are unable to accommodate participant guests at this training. DPR and Outside Agency participants and instructors will be responsible for making their own arrangements for meals.

5. **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.
6. **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.
7. **TRAINING CENTER STAFF:** A 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.
8. **TRAINING MATERIALS:** The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you. **If you are new to the program a handbook will be given to you at the orientation.**
9. **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.
10. **MPC STUDENT ID:** 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.

11. SAFETY/COMFORT REMINDER: The training will be taking place on the Central Coast of California. This area is subject to cool, wet weather. 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 may be poison oak at this training.
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. Please limit those calls to your breaks.

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 Management Syllabus prior to your arrival.
- 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 and we will attempt to find gear to loan you during the class.

- 3. 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.

If you are not a State of California Department of Parks and Recreation or Outside Agency participant, you are responsible for your meals. 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.

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE - CCC
A G E N D A – November 3-7, 2008

Monday

November 3

0800-0830	Program Orientation/MPC Registration	Combs
0830-1000	Trail Planning	Shannon
1000-1130	Trail Design Concepts	Knapp
1130-1230	<i>Lunch</i>	
1230-1400	Trail Layout Concepts	Beers
1400-1530	Accessible Trails	Beers
1530-1545	Team Assignments, Abney/Clinometer Training	All
1545-1600	Van Pool to Environmental School	All
1600-1700	Accessible Trail Flagging Exercise	All

Tuesday

November 4

0800-1200	Trail Layout Field Exercise	All
1200-1300	<i>Lunch</i>	All
1300-1400	Terms and Definitions	Fisher
1400-1430	Basic Tools and Materials	Fisher
1430-1530	Clearing, Brushing and Trail Construction	Allsop
1530-1630	Drainage Structures	Fisher
1630-1700	Trail Rehabilitation/Obliteration	Cogar

Wednesday

November 5

0800-0830	Van Pool to Field Exercise Sites	All
0830-0930	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	Fisher/Cogar
0930-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	<i>Box Lunch</i>	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE - CCC
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Thursday

November 6

0800-0830	Van Pool to Field Exercise Sites	All
0830-0930	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	Fisher/Cogar
0930-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	<i>Box Lunch</i>	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

Friday

November 7

0800-0915	Introduction to Trail Logs	Knapp
0915-1115	Trail Estimating and Contracting	Beers
1115-1200	Program Evaluation	Combs
1200-	<i>Departure</i>	All

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

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	
Participant Show and Tell Presentations.....	
<u>BASIC TOOLS AND MATERIALS</u>	2.5
Basic Tools.....	
Basic Materials	
Lab on Trail Layout/Design	
<u>CLEARING AND BRUSHING</u>	2.5
Definition	
Maintenance.....	
Lab on Trail Layout/Design	
<u>TREAD AND DRAINAGE MAINTENANCE</u>	4.5
Tread.....	
Drainage.....	
Lab on Trail Layout/Design	

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

36 HOURS

PROGRAM OUTLINE (CONTINUED)

Total
Hours

<u>TRAIL REHABILITATION/OBLITERATION</u>	3.5
Soil Aeration	
Re-Contouring	
Re-Vegetation	
Barriers/Signs.....	
Lab on Trail Layout/Design	
<u>TRAIL FLAGGING EXERCISE</u>	2.0
Instrument	
Trail Flagging	
<u>INTRODUCTION TO ADA</u>	1.0
Philosophical Background to the ADA.....	
How Does ADA Apply to Trails.....	
ADA Survey vs. Trail Log	
Levels of Accessibility	
<u>PROGRAM EVALUATION</u>	1.0

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE TRAINING - CCC

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 receive an introduction to classification of individual trails within a park's trail system, a working vocabulary and glossary of trail terms, the ability to complete a trail log, the ability to assess 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 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. Recognize the difference between a trail log and an ADA survey.

2. Distinguish between barrier free and four levels of accessibility as defined by ADA legislation.

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.