

# Intermediate Trails Program: Maintenance and Management

November 13-18, 2011

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** October 5, 2011  
**To:** Supervisor  
**From:** **William Penn Mott Jr. Training Center**  
Department of Parks and Recreation  
**Subject:** Employee Attendance at Formal Training  
Intermediate 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 the supervisor 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 login 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.*

**MOTT TRAINING CENTER STAFF**

Tina Williams ..... Department Training Officer

Pat Bost ..... Office Manager

Matt Cardinet ..... Cadet Training Officer

Dan Kraft..... Cadet Training Officer

Chuck Combs ..... Training Specialist

Sara M. Skinner ..... Training Specialist

Dave Galanti ..... Training Specialist

Karyn Lombard ..... Training Specialist

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

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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). 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 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 (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 Department Training Officer no later than one week 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.

**Please 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. Please be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:**

**For DPR participants** 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.

**For Outside Agency participants to cancel without cost, you must cancel more than two weeks before the check in date for the class. Otherwise you will be invoiced one half (\$500) the class tuition as a cancellation fee.**

**The Mott Training Center 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 Department Training Officer, the Mott Training Center will pickup 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, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please 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, not including optional items, 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 professional business attire.

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, go 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:** Chuck Combs is your Training Specialist and has been assigned the responsibility for your training group. The 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. Copies of DAM and DOM will be available to you for self-study. 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 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.
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  
P. O. 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. Please 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. **Please 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, ping-pong and 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. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.



## PROGRAM ATTENDANCE CHECKLIST

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

1. Read and understand the Intermediate Trails Program: Maintenance and Management Syllabi prior to your arrival at the Asilomar Conference Grounds.
  - ✓ 5 SLIDE PROGRAM  
Class participants are requested to prepare a brief slide or PowerPoint presentation on trail projects undertaken within their district, park or geographic area of responsibility. Subject matter is limited to trail repair and maintenance activities i.e., trail construction/reconstruction, bridge construction, retaining wall construction, steps (MPO) construction, etc. Before and after shots are desirable. Presentations will be limited to a ***maximum of five minutes***. Please have your slides pre-arranged in a Kodak carousel in order or on a USB memory stick, or CD-R to expedite the presentations.
  - ✓ Review the Post-Training Assignment. 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.
  - ✓ Personal 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.

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

3. **Do not** contact the Asilomar Conference Grounds 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](mailto:chuck@parks.ca.gov).
4. For general information about Asilomar Conference Grounds you may visit it on the web at <http://www.visitasilomar.com/>

**NOTE:** Completion of the pre-training assignments including the 5 SLIDE PROGRAM and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.

## **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.

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 8**  
**Agenda - November 13-18, 2011**

**Sunday**  
**November 13**

1500- **REGISTRATION:** *Check in at Asilomar Administration Building* All

**Monday**  
**November 14**

**Class in Madrone room at Mott Training Center**

0800-0830	Program Orientation/MPC Registration	Combs
0830-0900	Beginning Class Review/Intermediate Class Overview	Beers/Knapp
0900-1000	Trail Structure Application Lecture	Beers
1000-1200	Trail Administration - CAT I Budgeting	Knapp
1200-1300	Lunch	All
1300-1330	Van Pool to Training Sites	All
1330-1500	Step Installation Lecture	Fisher
1500-1630	Trail Inventory Lab	All
1630-1800	Rock Breaking Lab	Allsop/ Beers/Turner
1800-1830	Van Pool to Resort	All
1900-2000	Dinner	All

**Tuesday**  
**November 15**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 1 Causeway/Turnpike	Turner/Meyer
	Group 2 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 3 Rock Retaining Walls	Beers/Hiles
	Group 4 Wood Steps	Knapp
	Group 5 Cable Steps	Allsop
	Group 6 Wood Retaining Walls	Shannon
1200-1300	Box Lunch with Lab Group	All
1300-1700	Afternoon Lab Assignments	
	Group 3 Causeway/Turnpike	Turner/Meyer
	Group 6 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 2 Rock Retaining Walls	Beers/Hiles
	Group 5 Wood Steps	Knapp
	Group 4 Cable Steps	Allsop
	Group 1 Wood Retaining Walls	Shannon
1700-1730	Van Pool to Asilomar	All
1800-1900	Dinner	All
1900-2200	Participant Slide Presentations	All

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 8**  
**Agenda - November 13-18, 2011**

**Wednesday**  
**November 16**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 2 Causeway/Turnpike	Turner/Meyers
	Group 1 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 5 Rock Retaining Walls	Beers/Hiles
	Group 6 Wood Steps	Knapp
	Group 3 Cable Steps	Allsop
	Group 4 Wood Retaining Walls	Shannon
1200-1300	Box Lunch with Lab Group	All
1300-1700	Afternoon Lab Assignments	
	Group 4 Causeway/Turnpike	Turner/Meyers
	Group 5 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 1 Rock Retaining Walls	Beers/Hiles
	Group 3 Wood Steps	Knapp
	Group 6 Cable Steps	Allsop
	Group 2 Wood Retaining Walls	Shannon
1700-1730	Van Pool to Asilomar	All
1800-1900	Dinner	All
1900-2100	Participant Slide Presentations Groups	All

**Thursday**  
**November 15**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 6 Causeway/Turnpike	Turner/Meyers
	Group 3 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 4 Rock Retaining Walls	Beers/Hiles
	Group 2 Wood Steps	Knapp
	Group 1 Cable Steps	Allsop
	Group 5 Wood Retaining Walls	Shannon
1200-1300	Box Lunch with Lab Group	All
1300-1700	Afternoon Lab Assignments	
	Group 5 Causeway/Turnpike	Turner/Meyers
	Group 4 Cellular/Geotextile Retaining Walls	Fisher/Spann
	Group 6 Rock Retaining Walls	Beers/Hiles
	Group 1 Wood Steps	Knapp
	Group 2 Cable Steps	Allsop
	Group 3 Wood Retaining Walls	Shannon

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 8**  
**Agenda - November 13-18, 2011**

**Thursday**  
**November 17**

1700-1730	Van Pool to Asilomar	All
1800-1900	Dinner	All

**Friday**  
**November 18**

0800-1100	Environmental Review CEQA, Other Permits PRC 5024	Kerbavaz/Osanna Kerbavaz Osanna
1100-1200	Program Evaluation	Knapp/Combs
1200-	Box Lunch "TO GO"	

**PROGRAM: INTERMEDIATE TRAILS PROGRAM:  
MAINTENANCE AND MANAGEMENT**

**40 HOURS**

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u> .....	1.0
<u>TRAIL ADMINISTRATION</u> .....	6.0
Review and Use of Trail Inventories.....	
Budgeting .....	
GIS as a Planning Tool .....	
Environmental Review and Permitting.....	
<u>TRAIL LAYOUT AND DESIGN</u> .....	17.0
Rapid Grade Gain Structures .....	
Retaining Walls .....	
Installation Lab .....	
<u>DRAINAGE STRUCTURES</u> .....	10.0
Drainage Situations .....	
Causeways and Turnpikes .....	
Instillation Lab .....	
Participant Slide Presentations .....	4.0
<u>CLASS REVIEW AND TESTS</u> .....	1.0
<u>PROGRAM EVALUATIONS</u> .....	<u>1.0</u>
<b>TOTAL HOURS</b>	<b>40.0</b>

## **INTERMEDIATE TRAILS PROGRAM MAINTENANCE MANAGEMENT**

### **PROGRAM ORIENTATION**

**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 weeks training program at Asilomar Conference Grounds and Point Lobos State Reserve. Each participant will share how they have applied the knowledge gained in Basic Trails Program Maintenance Management Group 8 at their district and what expectation they have for this program. In addition, the 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. Review Training Center Guidelines.

### **TRAIL ADMINISTRATION**

**Purpose:** Provide participants with a review of the introduction to classification of individual trails with a park's trail system, the working vocabulary and glossary of trail terms, the ability to complete a trail log and the ability to assess a trail maintenance activity in relation to safety and resource damaging issues. Provide participants with the introduction to developing a cyclic yearly Category I Maintenance Budget for their District's trail system.

**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. Be able to identify specific trail features and record them in a trail log inventory of an individual trail.

## TRAIL STEP LAYOUT AND DESIGN

Purpose: Provide participants with the ability to recognize when trail steps would be required, the most appropriate trail step to install and the basics of trail step lay out and installation techniques.

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

1. Be able to recognize different types of trail step construction.
2. Demonstrate the knowledge and understanding of what type and when to install trail steps.
3. Demonstrate the ability to design, layout, and install trail steps.

## RETAINING WALL CONSTRUCTION

Purpose: Develop the participants' knowledge of retaining wall construction and maintenance, techniques, and use of alternative technologies.

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

1. Be able to identify the necessity and design of different designs of retaining walls on trail corridors.
2. Be able to demonstrate the principles of retaining wall construction, i.e. foundations, key, and batter.
3. Be able to construct wood, rock, cellular confinement, and geotextile fabric retaining walls.

## TRAIL REHABILITATION

Purpose: Provide the participants with the knowledge of techniques used in trail hardening in wet and saturated areas by the means of causeway, turnpike, and drainage lense.

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

1. Identify trail drainage situations of wet meadows and short-lived drainage seeps.
2. Demonstrate the ability to select the appropriate trail hardening techniques to mitigate damage to the trail surface during times of soil saturation.



3. Demonstrate the ability to design, layout, and construct causeway, turnpike and drainage lenses.

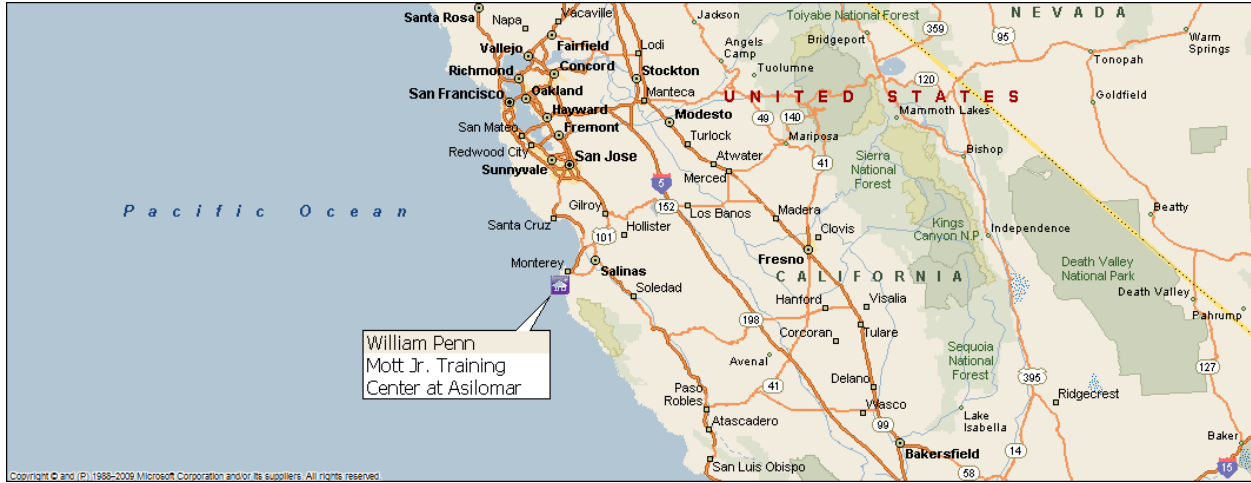
### ENVIRONMENTAL REVIEW

Purpose: Provide the participants the knowledge of interfacing Unit General Plans, lack of General Plans, CEQA, PRC 5024, local and regional agency permitting, and threatened and endangered species consultation with trail maintenance and development.

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

1. Be able to use the Unit's General Plan in implementation of trail projects and know what to do if the unit does not have a General Plan.
2. Understand the relationship and importance of local, regional, and state-wide issues of review and permits.
3. Identify the permits necessary for trail project implementation.
4. Implement the PRC 5024 process and utilize the services of Service Center Staff for historical and archeological review.

## Vicinity Map



## Training Area Map

