

Superintendent’s Exam Study Guide

August 10, 2019

The intent of the study guide is as a starting point to focus the study efforts of Superintendents Exam candidates by listing topics from which questions on the Superintendent’s exam is most likely to be taken. Exam candidates must be familiar with each of these topics and be able to answer what is listed under “Minimal Preparation.” The exam is not limited to the list below; there will be other questions within these topics, or possibly questions from other topics. There is much more to superintending than what is in the table below. Online videos at <https://dot.nebraska.gov/business-center/lpa/boards-liaison/training/> (“Highway, Roads and Streets Training by Topic”) cover **topics in bold font** (topics 1-6 are covered in *Introduction to Nebraska’s Highways, Roads and Streets – the “Big Picture”*)

	Topic	Minimal Preparation – You Need to (Be Able to) . . .
1	<b>State Statutes</b>	Know where to find relevant statutes - emphasis on Chapter 39, articles 21, 23 and 25, big picture is in 39-2101, superintending 39-2301.
2	<b>Rules and Regulations</b>	Know where to find relevant rules and regulations - emphasis on 428 NAC (Board of Public Roads Classifications and Standards).
3	<b>NBCS</b>	State why it exists. List the duties of the NBCS.
4	<b>BEX</b>	State why it exists. List the duties of the BEX. Know the causes of suspension or revocation of a license.
5	<b>Superintending</b>	Explain why Nebraska’s system encourages hiring licensed superintendents. List the statutory duties of a Superintendent.
6	<b>Incentive Payments</b>	Know their purpose, when distributed, from what pot of money.
7	<b>Fct. Classification</b>	Find the classification (State and National) of any public road/street.
8	<b>Standards</b>	Find the minimum standards of any public road/street. What to submit to the NBCS for a relaxation of standards.
9	<b>OneAndSix</b>	Be able to explain OneAndSix planning and programming and why it is important; explain the requirements of §39-2120 and §39-2121.
10	<b>Budgeting/Accntng</b>	
11	Plan Reading	Find and understand information on road/street construction plans.
12	<b>Transportation Asset Management (TAM)</b>	Describe asset management, its advantages, define “asset”, identify examples of “critical” assets, importance of keeping an inventory and documenting the condition of assets
13	<b>Bridge Inspection/NBIS</b>	List what to inspect, when to inspect (frequency), and who does inspections (qualifications).
14	<b>Records Management</b>	Explain what a record is. Find existing records management schedules, and answer questions relevant to superintending.
15	<b>Right-of-Way Acquisition</b>	Explain the importance of constitutional protections, avoiding coercion, and following due process. State what is the most important law related to right-of-way acquisition.
16	Funding	List the main sources of funding for Nebraska’s roads and streets. List the three most significant taxes/fees that feed the Highway Allocation Fund (HAF). List specific types of local funding.
17	Snow Removal Plan	List the elements of a Snow Plan. Understand the importance of involving Stakeholders and Public, when to involve them.
18	Traffic Control Devices/MUTCD	Explain what uniformity is, and why it is important. Name the three sets of legal requirements for traffic control devices, in order of precedence.
19	Erosion/Sed Control	Explain what is a SWPPP and when is required.
20	Employee Safety Plan	List the elements of an Employee Safety Plan.
21	Human Resources	Answer questions related to Overtime, Family Leave, Interviewing.