

**BOARD OF EXAMINERS FOR COUNTY HIGHWAY AND CITY STREET SUPERINTENDENTS**

**EMPLOYED APPOINTED SUPERINTENDENT EXPERIENCE LOG – 2021-2023 CLASS A LICENSE APPLICATION**

*(Print legibly. Use blank rows on reverse or additional sheets if needed. Attach this Log to your Class A Superintendent Application.)*

**Name:** \_\_\_\_\_

<b>Period Employed as Superintendent</b> (List day/month starting and ending, or "all year". Days may be approximate)	<b>County or Municipality</b>	<b>Your Position/Title</b>	<b>Reporting To</b> (Name & title of person to whom you reported)	<b>Average Hours Per Week</b> (List hours, or "Full Time" [≥40 hrs], or "Half-Time" [≥20 hrs])	<b>Months Employed as Superintendent</b> (Full months, at least half-time)
<b>2014 (Oct – Dec only)</b>					
<b>2015</b>					
<b>2016</b>					
<b>2017</b>					
<b>2018</b>					
<b>2019</b>					

(criteria and examples on pp. 4 - 5)

<b>Period Employed as Superintendent</b> (List day/month starting and ending, or "all year". Days may be approximate)	<b>County or Municipality</b>	<b>Your Position/Title</b>	<b>Reporting To</b> (Name & title of person to whom you reported)	<b>Average Hours Per Week</b> (List hours, or "Full Time" [≥40 hrs], or "Half-Time" [≥20 hrs])	<b>Months Employed as Superintendent</b> (Full months, at least half-time)
2020*					
____ (cont'd)					
____ (cont'd)					
____ (cont'd)					

<b>Total Qualifying Months (Total Full Months Employed as Superintendent):</b>	_____
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\* You may presume continued employment through December 31, 2020.

List only periods of employment for which you were actually *employed* by a county or a municipality as the appointed superintendent for Incentive Funds purposes, and for which you served *at least half-time* (at least 20 hrs. per week). You must document at least twenty-four (24) full months of such employment during the six (6) year period from October 1, 2014 – December 31, 2020. *Employment / employed* means an ongoing relationship as an employee of a county or municipality, at least half-time, but not as an independent contractor. *Superintendent* means performing duties listed on p. 5. Appointment and employment at less than half time each by two or more jurisdictions during the same period will count if, when combined, they total at least 20 average hours per week.

**The following detailed definitions and requirements pertain to employed superintendent experience (from Regulations of the Board of Examiners, Title 425, Chapter 2):**

**003.04 STREET OR HIGHWAY SUPERINTENDING** shall mean all of the following functions and duties:

**003.04A** Developing and annually updating long-range plans for highways, roads and streets based on needs of the county or municipality and coordinated with adjacent governmental units.

**003.04B** Developing annual programs for design, construction, and maintenance of highways, roads and streets of the county or municipality.

**003.04C** Developing annual budgets based on programmed projects and activities.

**003.04D** Implementing the capital improvements and maintenance activities provided in the approved plans, programs and budgets.

**003.04E** Managing personnel, contractors, and equipment in support of such planning, programming and implementation operations.

**006.02D Qualifications – Prior Experience.** The applicant either shall document sufficient experience as an employed superintendent or shall document comparable work experience.

**006.02D1 Employed Superintendent.** The applicant was appointed by the governing body of, and was employed by, one or more counties and/or one or more municipalities as a county highway superintendent or city street superintendent, at least half time, for at least twenty-four (24) months within the preceding six (6) years.

**006.02D1(a)** Such employment shall include responsibility for all aspects of street or highway superintending as defined in Subsection 003.04 of this rule, including managerial or supervisory responsibility over departments, sections or positions responsible for roads, streets or highways, except that such managerial or supervisory responsibility shall not extend to general executive, administrative or elected positions such as mayor, city manager, city administrator, or county board, city council or village board member.

**Example 1:** Mark Anderson has been the appointed city street superintendent for the village of Beautiful Valley since 2011. He also is the principal facilities and utilities worker for the village; he spends 16 hrs. per week on average in work related to Beautiful Valley's streets. In May of 2017, he began serving as appointed city street superintendent for the neighboring Village of Pound (either by Interlocal Agreement or by direct employment), spending 5 hrs. per week in work related to Pound's streets. He fills out the Log rows for 2017 through 2020, thereby documenting working as an employed superintendent at least half time for at least 24 months. (He could also fill out the rows for 2015 and 2016, but those years will not meet the requirement for serving at least half time.)

**Example 2:** Marie Pasquale was the appointed city street superintendent and the full-time public works director for the small city of Ironwood, from September 1, 2016 until June 30, 2017. While she herself did not spend at least 20 hrs. per average week on street issues, her staff did and she was directly responsible for the operation of the city's streets. From July 2019 through June 2020, she took a leave of absence. In July of 2020, she became Ironwood's full-time city administrator. She fills out the Log rows for 2013 through 2019, thereby documenting working as an employed superintendent at least half time for at least 24 months. (Note: her work from July 2020 onward does not qualify as being directly responsible for a street program.)

**Example 3:** Lucy McIntyre is the full-time Assistant Highway Superintendent for McClellan County. Though employed by the County, she does not qualify as the superintendent appointed for Incentive Funds purposes. She therefore applies on the basis of comparable experience, using the other log (the Comparable Experience Log).

**Example 4:** Todd Hauser has his own consulting business and is also the appointed County Highway Superintendent for Chamberlain County. However, he is not a County employee. He therefore applies on the basis of comparable experience, using the other log (the Comparable Experience Log).

***Attach to 2021-2023 Class A License Application Form. Do not return without attaching to License Application.***

**This log is available on the NDOT Boards-Liaison Services Section website:  
<https://dot.nebraska.gov/business-center/lpa/boards-liaison/bex/downloads/>**

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