

Superintendent’s Exam Study Guide
September 12, 2021

The intent of this study guide is to focus the study efforts of Superintendents Exam candidates. Exam candidates must be familiar with each of these topics and be able to answer what is listed under “Minimal Preparation” with minimal meaning this is only a starting point. Online videos [Highway, Roads and Streets Training by Topic](#) address some topics (bold font).

	Topic	For <i>Minimal Preparation</i> – You Need to (Be Able to) . . .
1	Highway Law	Know where to find relevant state statutes - emphasize Chapter 39 , articles 21 , 23 and 25 , big picture §39-2101 , superintending §39-23 , funding §39-25 .
2	Rules and Regulations	Know where to find them (Secretary of State website under Transportation) - emphasis on 428 NAC (Board of Public Roads Classifications and Standards).
3	NBCS (§39-2101)	Know its duties (§39-2106 , -2109 , -2113 , -2120). Review NBCS Downloads .
4	BEX (§39-2304)	Know its duties (§39-2307). Review BEX Downloads including the Superintendent Licensing Program Overview . Know the causes of suspension or revocation of a license (§39-2309).
5	Superintending	Know the statutory duties of a Superintendent . Explain why (§39-2301) and how (incentive payments to counties and municipalities) Nebraska’s law encourages hiring licensed superintendents including requirements , certification , when distributed , and from what pot of money (HAF).
6	Functional Classification	Find the State and National functional classification (§39-2102 , -2103 , -2104) of any public road/street segment. Find specific criteria (428 NAC 1). Explain jurisdictional responsibility §39-2105 .
7	Standards	Find specific minimum standards (428 NAC 2) for any public road/street. Know submittal requirements for relaxation of standards (428 NAC 2-004).
8	OneAndSix	Be able to explain OneAndSix planning and programming and why it is important; explain the requirements of §39-2115 , -2119 , -2120 and -2121 .
9	Budgeting/Accntng	
10	Transportation Asset Management (TAM)	Describe asset management , its advantages, define “asset”, identify examples of “critical” assets, importance of keeping an inventory and documenting the condition of assets. Bridge Inspecting/NBIS requirements . Federal-aid Essentials NBIS video (6 mins) is excellent. Roads inspecting (example system: PASER).
11	Records Management	Explain what a record is. Find relevant records management schedules (24 , 22 and 17) to determine requirements. Find related state statutes .
12	Plan Reading	Find and understand information on road/street construction plans. If you need extra help/practice, take NDOT’s course (first, create an account).
13	Right-of-Way Acquisition	Explain the importance of constitutional protections, avoiding coercion, and due process. Relevant state statutes are in Chapter §76 . Federal-aid Essentials Uniform Act video (6½ mins) is excellent.
14	Funding/Financial	Know the three main sources of funding for the Highway Trust Fund (HTF). Know requirements to match the Highway Allocation Fund (HAF).
15	Snow Removal Plan	List the elements of an excellent snow plan. Understand the importance of involving stakeholders and public and when to involve them. Examples: Sarpy County , Platte County , City of Beatrice .
16	Traffic Control Devices/MUTCD	Know where to find on NDOT’s website . Name the three sets of legal requirements, in order of precedence. Explain importance of “uniformity.”
17	Erosion/Sed Control	Explain what a SWPPP is and when it is required. NDOT Manual . Training .