

BOARD OF EXAMINERS FOR COUNTY HIGHWAY AND CITY STREET SUPERINTENDENTS

COMPARABLE EXPERIENCE LOG – 2009 CLASS A LICENSE APPLICATION

(Print legibly. Use add'l spaces at end of log or add'l sheets if needed. Attach this Log to your Class A Superintendent Application.)

Name: _____

Period of Employment (List day/month starting and ending, or "all year". Days may be approximate)	Employer & Position (List name of business, location [town] of your office, and your position in the business)	Type of Comparable Experience (Check appropriate box , and provide details and justification on pp. 7-9)	Period of Comparable Experience (List day/month starting and ending, or "all year". Days may be approximate.)	Avg. Hours Per Week of Comparable Exper. (List hours, or "Full Time" [≥40 hrs], or "Half-Time" [≥20 hrs])	Months of Comparable Experience (List full months, at least half-time)
2000 (Oct-Dec only)	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2001	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2002	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			

(Criteria and examples on pp. 6 – 7)

Period of Employment (List day/month starting and ending, or “all year”. Days may be approximate)	Employer & Position (List name of business, location [town] of your office, and your position in the business)	Type of Comparable Experience (Check appropriate box , and <u>provide details and justification on pp. 7-9</u>)	Period of Comparable Experience (List day/month starting and ending, or “all year”. Days may be approximate.)	Avg. Hours Per Week of Comparable Exper. (List hours, or “Full Time” [≥40 hrs], or “Half-Time” [≥20 hrs])	Months of Comparable Experience (List full months, at least half-time)
2003	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2004	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2005	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2006	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): _____ <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			

(Criteria and examples on pp. 6 – 7)

Period of Employment (List day/month starting and ending, or "all year". Days may be approximate)	Employer & Position (List name of business, location [town] of your office, and your position in the business)	Type of Comparable Experience * (Check appropriate box , and <u>provide details and justification on pp. 7-9</u>)	Period of Comparable Experience (List day/month starting and ending, or "all year". Days may be approximate. You may presume continuation through 12/31/08.)	Avg. Hours Per Week of Comparable Exper. (List hours, or "Full Time" [≥40 hrs], or "Half-Time" [≥20 hrs])	Months of Comparable Experience (List full months, at least half-time)
2007	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): <hr/> <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
2008 (You may presume continued employment through 12/31/08.)	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): <hr/> <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
____(cont'd)	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): <hr/> <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			
____(cont'd)	Employer: Location: Position:	<input type="checkbox"/> a. Project responsibilities <input type="checkbox"/> b. Consulting sup't for (list appointing county or municip.): <hr/> <input type="checkbox"/> c. Superintendent trainer <input type="checkbox"/> d. Other			

Total Qualifying Months (Total Full Months of Comparable Experience):	_____
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(Criteria and examples on pp. 6 – 7)

Comparable Experience Log – Class A License

List only periods of employment, and corresponding periods of comparable work experience, for which you were serving at least half-time (at least an average of 20 hrs. or more per week). Depending on circumstances, the period of comparable experience may or may not be the same as the period of employment. You must document at least forty-eight (48) full months of experience, during the eight (8) year period from October 1, 2000 – December 31, 2008, *comparable (substantially similar) to work of an employed county highway or city street superintendent*. Work or service at less than half time each for two or more entities during the same period will count if, when combined, they total at least twenty (20) average hours per week.

The following detailed definitions and requirements pertain to comparable 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. ...

006.02D2 The applicant had at least forty-eight (48) months of work experience that is comparable to the work experience of appointed and employed county highway superintendents and city street superintendents, on at least a half-time basis, in the preceding eight (8) years.

006.02D2(a) Such experience shall include performing work substantially similar to all of the superintendent duties defined in Subsection 003.04 of this rule, including managerial or supervisory responsibility over departments, sections or positions engaged in such comparable work.

006.02D2(b) The following shall constitute comparable work experience:

006.02D2(b)(i) Responsibility for federal, state, municipal or private industry highway, road or street improvement or maintenance projects, including serving as lead consultant, project manager, principal designer, design supervisor, budget and resources manager, or overall manager or administrator, for such projects.

006.02D2(b)(ii) Serving as an appointed and contracted consulting county highway or city street superintendent or engineer, or in a comparable capacity, including concurrent service for two or more jurisdictions, if such service included oversight or active advisory responsibility for substantially all aspects of street or highway superintending as enumerated in Subsection 003.04.

006.02D2(b)(iii) Training county highway or city street superintendents or engineers, or persons in comparable capacities.

006.02D2(b)(iv) Other comparable work experience as may be presented to the Board for its consideration.

Example 1: Henry Jones has been an engineer full-time with XYZ Consulting since 1998. From May 2002 through July 2007 he served as the appointed and contracted city street superintendent for 5 jurisdictions. His work as street superintendent for those five jurisdictions combined takes 20 hrs. per week on average. He fills out the Log rows for 2002 through 2007, and writes a description and comparability statement on p. 7, thereby documenting at least 48 months of comparable work experience.

Example 2: Fred Smith is the managing partner of ABC Consulting. From May 2000 through the present he has supervised a team of engineers who collectively spend more than 20 hrs. per week on average as appointed and contracted county highway superintendents. He fills out the Log rows for 2000 through 2007, and writes a description and comparability statement on p. 7, thereby documenting at least 48 months of comparable work experience.

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. From March 2003 through the present she has been involved in all aspects of the county road program. She fills out the Log rows for 2003 through 2007, and writes a description and comparability statement on p. 7, thereby documenting at least 48 months of comparable work experience.

For each type and period of comparable experience you listed in on pages 3 through 5, state your specific duties and functions and state why they are comparable to the work of an employed superintendent, in the space provided below:

1. **Type/period of experience:** _____

General description of duties and functions: _____

(a) Experience comparable to One- and Six-Year Road and Street Planning: _____

(b) Experience comparable to annual road and street construction and maintenance programming: _____

(c) Experience comparable to annual road and street program budgeting: _____

(d) Experience comparable to implementing the annual road and street construction and maintenance program: _____

(e) Experience comparable to managing personnel, contractors and equipment for road and street programs: _____

2. **Type/period of experience:** _____

General description of duties and functions: _____

(a) Experience comparable to One- and Six-Year Road and Street Planning: _____

(b) Experience comparable to annual road and street construction and maintenance programming: _____

(c) Experience comparable to annual road and street program budgeting: _____

(d) Experience comparable to implementing the annual road and street construction and maintenance program: _____

(e) Experience comparable to managing personnel, contractors and equipment for road and street programs: _____

3. **Type/period of experience:** _____

General description of duties and functions: _____

(a) Experience comparable to One- and Six-Year Road and Street Planning: _____

(b) Experience comparable to annual road and street construction and maintenance programming: _____

(c) Experience comparable to annual road and street program budgeting: _____

(d) Experience comparable to implementing the annual road and street construction and maintenance program: _____

(e) Experience comparable to managing personnel, contractors and equipment for road and street programs: _____

4. **Type/period of experience:** _____

General description of duties and functions: _____

(a) Experience comparable to One- and Six-Year Road and Street Planning: _____

(b) Experience comparable to annual road and street construction and maintenance programming: _____

(c) Experience comparable to annual road and street program budgeting: _____

(d) Experience comparable to implementing the annual road and street construction and maintenance program: _____

(e) Experience comparable to managing personnel, contractors and equipment for road and street programs: _____

(Make additional copies of pages of this form, if you need additional space)

Attach to 2009 Class A License Application Form. Do not return without attaching to License Application.