

JOHN EVANS - GA TECH STUDENT EMPLOYED BY US ON A PART  
TIME BASIS WILL HEAD OUR PROGRAM - EXT 243

ATLANTA SANITATION DIVISION  
SUMMER URBAN PROJECT  
1969

PLAN FOR SETTING UP PROGRAM:

- 1) GATHER A LIST OF INFORMATION WHICH IS TO BE STUDIED, COMPILED, AND RESEARCHED.
- 2) PREPARE GENERAL PLAN FOR LOCATING EMPLOYEES, OUTLINING DUTIES, AND AN EFFICIENT SYSTEM OF REPORTING PROGRESS.

WHAT WILL BE THE OBJECTIVES OF THIS PROGRAM?

- 1) AT THE CONCLUSION OF THE SUMMER'S ACTIVITIES, WE HOPE TO PROVIDE THE DEPARTMENT WITH A SUMMARY IN BOOKLET FORM (WITH CONTENTS AND INDEXED) OF EXACTLY "WHAT THE SANITATION DIVISION DOES" AND POSSIBLY SOME SUGGESTIONS AS TO HOW SPECIFIC AREAS MIGHT BE IMPROVED. SOME TOPICS UNDER CONSIDERATION ARE:

COST SCHEDULES: FOR EXAMPLE: COST PER TON GARBAGE BURNED; COST PER TON COLLECTED DAY; COST PER TON COLLECTED NIGHT; COST PER ROLLING STOCK MILE; COST PER VEHICLE ACCIDENT; COST PER INJURY DAY LOST; COST VERSUS OVERTIME PRODUCTION; ETC..

ANALYSIS OF PROPOSED INVENTORY SYSTEM: STUDY INTO A PERPETUAL INVENTORY.

ANALYSIS OF REPORTS AND RECORDS: POSSIBLY CREATING MORE EFFICIENT RECORD SYSTEM AT SUBSTATIONS AND INCINERATORS; REVIEW OF DAILY REPORTS, MONTHLY REPORTS, ETC..

TIME AND MOTION STUDIES: FOR EXAMPLE: BACK YARD PICK-UP V. CURB PICK-UP V. CONTAINER LIFT; ANALYSIS OF WASTED TIME IN ORGANIZING GARBAGE AND STREET CLEANING CREWING IN THE MORNING; ASSISTANCE TO MR. BRIGMAN IN APARTMENT SURVEY.

ANALYSIS OF ACCIDENTS AND SAFETY TRAINING: DETERMINING WHAT CAUSES ACCIDENTS AND WHAT TYPE OF ACCIDENTS FREQUENTLY OCCUR IN THE DEPARTMENT. SURVEY INTO THE POSSIBLE ASPECTS OF A TRAINING PROGRAM FOR NEW DRIVERS.

PERSONNEL RESEARCH: INVESTIGATION INTO NEW SOURCES OF MAN-POWER; INCENTIVE PROGRAMS FOR EMPLOYEES.

- 2) THE SECOND REALM OF THE SUMMER URBAN PROJECT WILL BE TO DEAL WITH THE ATLANTA COMMUNITY ITSELF WITH THE GOAL OF IMPROVING LIVING CONDITIONS THRU SANITARY HABITS. THIS WILL INCLUDE CAMPAIGNS AGAINST LITTERING, PERSONAL CONTACT IN SLUM AREAS, AND OTHER RELATED PROGRAMS.

WHAT RESOURCES WILL BE NEEDED FOR THIS PROJECT?

ASIDE FROM THE BASIC SALARIES OF EMPLOYEES, SUPPLIES AND EQUIPMENT WILL BE RELATIVELY SMALL. HOWEVER, A FEW BASIC ITEMS WILL BE NECESSARY FOR AN EFFICIENT CONTROL OF OPERATIONS AND ACCURATE REPORTING. NECESSARY ITEMS WILL INCLUDE:

- 1) PREFERABLY, A LOOSE LEAF NOTEBOOK FOR EACH EMPLOYEE SO HE MAY LOG DATA AS IT IS FOUND; AND NECESSARY OFFICE SUPPLIES SUCH AS PAPER, PENCILS, ETC..

- 2) SOME MEANS OF TRANSPORTATION WILL BE NECESSARY TO OVERSEE OPERATIONS IN THE VARIOUS LOCATIONS OVER THE CITY; ALSO, THE CREWS IN CHARGE OF PUBLIC RELATIONS WILL NEED TRANSPORTATION TO CARRY THEM TO THEIR SITE OF OPERATION.

## PROPOSED SUMMER PLAN

### Proposed Job Requirements:

Minimum age of 20.

Completed two years of higher education at an accredited college or university. Desirable fields of study: Business Administration, Industrial Engineering, Industrial Management, Accounting, and other fields related to engineering or management.  
Minimum grade point average of 2.0 (C).

### Proposed Duties to Include:

1. Time and motion study
2. Inventory accounting
3. Accident and safety training program
4. Personnel management and recruiting
5. Cost surveys
6. Miscellaneous

### Proposed Disbursement of Employees:

<u># Personnel</u>	<u>Location</u>	<u>Description of Duties</u>
1	Main Office	Preparation of daily reports and other general office duties.
3	Liddell Dr. Madcox Park Hill Street	General survey of garbage and street cleaning operations; review of report forms and records systems; motion study regarding wasted time at stations.
1	Substations	Personnel assistance, including training of new employees, investigation into new fields of recruiting.
2	Hartsfield Mayson Inc.	Research into more accurate recording of tonnages and costs associated with disposal of pertrusable rubbish.
2	Special Ser.	Assistance to Mr. Bridgman in time study, apartment container service, etc..
4	Mobile	Crew to deal in public relations, i.e. civic sanitary programs, public awareness, etc..
2	Hunter (Night)	Investigation into activities on night crews and related reporting.
2	Mobile	Improve the residents satisfaction with the garbage collection services offered by the Sanitation Division.

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NAME \_\_\_\_\_ AGE \_\_\_\_\_ DATE TODAY \_\_\_\_\_  
 COLLEGE ATTENDING \_\_\_\_\_ CLASS STANDING \_\_\_\_\_  
 MAJOR FIELD OF STUDY \_\_\_\_\_ GRADE AVERAGE \_\_\_\_\_

HAVE YOU HAD COURSES IN:	<u>YES</u>	<u>NO</u>
ACCOUNTING	_____	_____
COST ACCOUNTING	_____	_____
STATISTICS	_____	_____
TIME & MOTION STUDY	_____	_____
LABOR RELATIONS	_____	_____
PUBLIC RELATIONS	_____	_____
PUBLIC SPEAKING	_____	_____
TECHNICAL WRITING	_____	_____
ORGANIC CHEMISTRY	_____	_____
BIOLOGY	_____	_____
PSYCHOLOGY	_____	_____

DO YOU PLAY A MUSICAL INSTRUMENT? \_\_\_\_\_  
 IF SO, WHAT? \_\_\_\_\_  
 CAN YOU TYPE? \_\_\_\_\_  
 ARE YOU ACCURATE WHEN WORKING WITH FIGURES? \_\_\_\_\_

INDICATE AREAS IN WHICH YOU ARE PARTICULARLY INTERESTED:

\_\_\_\_\_ TIME AND MOTION STUDIES FOR THE IMPROVEMENT OF EFFICIENCY.  
 \_\_\_\_\_ ORGANIZATION OF A PERPETUAL INVENTORY SYSTEM.  
 \_\_\_\_\_ BETTERING OF COMMUNITY STATUS THRU MORE SANITARY LIVING.  
 \_\_\_\_\_ RESEARCH IN DEVELOPEMENT OF PERSONNEL OPPORTUNITIES.  
 \_\_\_\_\_ OTHER--WHAT? \_\_\_\_\_

DO YOU CONSIDER YOURSELF ESPECIALLY QUALIFIED FOR ONE OF THESE AREAS OF WORK AND IF SO WHY? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ARE YOU INTERESTED IN IMPROVING THE LIVING CONDITIONS OF THE SLUM COMMUNITY OF ATLANTA? (i.e. MODEL CITIES PROGRAM) \_\_\_\_\_  
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LIST BELOW YOUR PREVIOUS EMPLOYMENT OCCUPATIONS WITH A BRIEF DESCRIPTION OF WHAT DUTIES YOU HAD. (OTHER THAN MANUAL LABOR)

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HAVE YOU EVER HAD ANY EXPERIENCE WITH THIS SANITATION DEPARTMENT OR ANY OTHER? \_\_\_\_\_

WHEN YOU APPLIED FOR THIS POSITION, DID YOU HAVE ANY PRECONCEPTION AS TO WHAT KIND OF WORK YOU WOULD BE INVOLVED IN? \_\_\_\_\_  
IF YES, WHAT? \_\_\_\_\_