

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cynnal a Chadw Adeiladau
Gwasanaeth	Economi ac Adfywio
Graddfa	Graddfa 10
Pwynt/iau Cyflog	28-30
Cyflog	£36,648 - £38,223
Pwrpas y Swydd	I gynorthwyo i gyflawni'r gwaith o gynnal a chadw a chydymffurfiaeth ddeddfwriaethol / statudol adeiladau sy'n eiddo i'r Cyngor ac ar brydles. Cynnal archwiliadau adeiladu, trefnu gwaith cynnal a chadw a gwelliannau holl adeiladau'r Cyngor, paratoi amserlenni gwaith, manylebau, dogfennau tendro a goruchwyllo gwaith ar y safle ac i gynnal cofnodion digonol.
Lleoliad	Canolfan Rheidol, Aberystwyth, efallai bydd gweithio hybrid ar gael
Oriau Gwaith	37 Awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cynnal a Chadw Adeiladau
Cyfrifoldebau Goruchwyllo / Rheoli	Bydd gofyn i ddeiliad y swydd oruchwyllo contractwyr a gweithredwyr yn ôl yr angen. Gellir neilltuo goruchwyllo dros dro ar brosiectau lle bo hynny'n berthnasol.
Atebolrwydd	Un o ofynion deiliad y swydd fydd gweithio ar liwt ei hun, ac fel rhan o dîm wrth i sefyllfaoedd godi. Gweithredu o dan awdurdod dirprwyedig o dan gyfarwyddyd y Rheolwr Cynnal a Chadw Adeiladau.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
<ul style="list-style-type: none"> • cynnal arolygon a chynnal prosesau tendro pan fydd angen a chael dyfynbrisiau. Gosod archebion ar gyfer gwaith a goruchwyllo contractwyr ar gyfer gwaith archebwyd ar gyfer perfformiad a rheoli ansawdd • cyfathrebu'n effeithiol gyda chontractwyr, rheolwyr gwasanaethau, staff y Cyngor ac aelodau o'r cyhoedd • cynnal archwiliadau adeiladu ac archwiliadau rheolaidd sy'n angenrheidiol i gyhoeddi gorchmynion gwaith, ymgynghori â swyddogion eraill y Cyngor a defnyddwyr gwasanaeth yn ôl yr angen • cyfrifoldeb dros ymchwilio a pharatoi atebion i ymholiadau ar faterion adeiladu a godwyd gan Aelodau etholedig, swyddogion cleientiaid ac aelodau'r cyhoedd • cynorthwyo gyda gweithredu'r rhaglenni cyfalaf blyneddol, a chydlynu a goruchwyllo unrhyw geisiadau gwaith gan ddefnyddwyr adeiladu/tenantiaid/meddianwyr • cysylltu gyda swyddogion eraill yn ôl yr angen, ac arolygu a llunio dogfennau er mwyn gweithredu gweithdrefn dendro'r Cyngor • cysylltu â defnyddwyr adeiladau ac uwch swyddogion i gynorthwyo i baratoi a gweithredu Cynllun Rheoli Asedau Eiddo'r Cyngor 	

- hwyluso gwaith adeiladu mor gyflym ac effeithlon â phosibl lle mae hawliadau yswiriant yn ymwneud ag amodau yswiriant a weithredir gan y Cyngor
- cynorthwyo'r Rheolwr Cynnal a Chadw Adeiladau gyda chynhyrchu gwybodaeth rheoli ac ymateb a gweithredu'n brydlon ac yn effeithiol o ran ymholiadau gan ddefnyddwyr/tenantiaid/meddianwyr adeiladau
- sicrhau bod cofnodion digonol yn cael eu cynnal yn benodol yn ymwneud â materion cydymffurfio
- ymgymryd â monitro asbestos rheolaidd yn ôl y gofyn
- cynnal cofnodion o ran Asbestos, gwasanaethu ac archwiliadau statudol
- gwella targedau rheoli perfformiad a chyrraedd targedau rheoli perfformiad personol ar gyfer cyfrifoldebau dirprwyedig ar gyfer llwyth gwaith
- sicrhau'r lefel uchaf posib o "ofal cwsmeriaid" yn cael ei gyflawni drwy gydol yr holl wasanaethau a ddarperir
- hyrwyddo gwaith y Grŵp Gwasanaethau Eiddo drwy baratoi gwybodaeth cyhoeddusrwydd a dogfennau cyflwyno gan ddefnyddio mathau perthnasol o dechnoleg gwybodaeth
- bydd gofyn i rai o ddyletswyddau'r swydd fod fel gweithiwr unigol. Teithio i wahanol leoliadau yn ei gerbyd ei hun, yn unol â pholisi gweithio ar ben eich hun y Cyngor
- bydd rhan sylweddol o ddyletswyddau deiliad y swydd yn amodol ar amodau gwaith annymunol yn aml yn gweithio yn amodol ar y tywydd, gweithio ar uchder o fewn ac o gwmpas safleoedd adeiladu gydag amodau annymunol megis eithafion tymheredd, baw/llwch, sŵn, manau cyfyng, a dirgryniad, ac ati
- bydd deiliad y swydd yn destun aflonyddwch a newidiadau yn flaenoriaeth a bydd angen iddynt allu datrys y blaenoriaethau croes hyn neu'r anghenion adnoddau sy'n gwrthdaro
- bydd deiliad y swydd yn gyfrifol am amrywiaeth o adeiladau yn ei ardal, yn gweithredu fel deiliad allwedd ac yn gyfrifol o ddydd i ddydd am redeg adeiladau llai yn ddiogel
- bydd disgwyl i ddeiliad y swydd fabwysiadu agwedd hyblyg tuag at y dyletswyddau a all fod yn amrywiol, (ar ôl trafod â deiliad y swydd) yn amodol ar anghenion y gwasanaethau ac yn unol â phroffil cyffredinol y swydd
- byddwch yn gallu cynnal ymweliadau ac archwiliadau ar y safle yn gorfforol

Manyleb Person

Gofynnol								
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd Baglor mewn pwnc sy'n gysylltiedig ag adeiladu neu HND / HNC mewn Adeiladu. Aelod o Gorff Proffesiynol cydnabyddedig (CIOB, RICS, CABE).							
Sgiliau Ieithyddol Cymraeg	<table border="1"> <tr> <td>Gwrando/Siarad:</td> <td>Lefel 3</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.</td> </tr> <tr> <td>Darllen:</td> <td>Lefel 2</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 1</td> </tr> </table>	Gwrando/Siarad:	Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.	Darllen:	Lefel 2	Ysgrifennu:	Lefel 1
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Sgiliau Ieithyddol Saesneg	<table border="1"> <tr> <td>Gwrando/Siarad:</td> <td>Lefel 4</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.</td> </tr> <tr> <td>Darllen:</td> <td>Lefel 4</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 4</td> </tr> </table>	Gwrando/Siarad:	Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.	Darllen:	Lefel 4	Ysgrifennu:	Lefel 4
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Darllen:	Lefel 4							
Ysgrifennu:	Lefel 4							
Sgiliau Ymarferol / Personol	<p>Gwybodaeth ymarferol gadarn amlwg o adeiladu a rheoli cyfleusterau.</p> <p>Y gallu i weithio i derfynau amser a thargedau.</p> <p>Y gallu i drefnu ac addasu llwyth gwaith yn effeithiol i amgylchiadau sy'n newid.</p> <p>Y gallu i ddarparu gwasanaeth o ansawdd uchel.</p> <p>Sgiliau rhyngpersonol effeithiol amlwg gan gynnwys sgiliau cyfathrebu ysgrifenedig a llafar da, sgiliau gwranddo, sgiliau cyflwyno a thrafod.</p> <p>Y gallu i drin gwybodaeth mewn modd sensitif a chyfrinachol.</p> <p>Bod yn hyddysg mewn cyfrifiadura gan gynnwys defnyddio taenlenni a chronfeydd data gan gynnwys gwybodaeth am holl becynnau Microsoft e.e. Word ac Excel.</p> <p>Bod yn hyderus yn y defnydd o ddyfeisiau symudol ac apiau amrywiol.</p> <p>Canolbwyntio ar y cwsmer, gydag ymrwymiad i foddhad cwsmeriaid. Hunan-gymhellol.</p> <p>Y gallu i gyflawni gofynion corfforol y rôl (h.y. cyrchu sgaffaldau/ysgolion a gweithio mewn mannau cyfyng).</p> <p>Bod yn barod i weithio y tu allan i oriau swyddfa arferol yn ôl y gofyn.</p> <p>Bod mewn iechyd cyffredinol da a chael record salwch da.</p> <p>Trwydded yrru lawn ddilys y DU a defnydd o gerbyd at ddefnydd busnes.</p>							
Profiad Hanfodol	<p>O leiaf 5 mlynedd o brofiad ôl-gymhwyster mewn amgylchedd adeiladu / adeiladu neu o leiaf 5 mlynedd o wybodaeth a sgil arbenigol a enillwyd trwy brofiad perthnasol.</p> <p>Profiad cyffredinol o'r holl grefftau adeiladu a gweithrediadau a gafwyd o brofiad safle a chymhwyso ymarferol.</p>							

	<p>Gwybodaeth ymarferol fecanyddol a thrydanol ar safleoedd adeiladu ac mewn adeiladau presennol.</p> <p>Gwybodaeth iechyd a diogelwch yn ymwneud yn benodol â gwasanaethau adeiladu a pheirianeg adeiladu. Gan gynnwys dealltwriaeth o ddeddfwriaeth iechyd a diogelwch a Rheoliadau Dylunio a Rheoli Adeiladu (CDM)</p> <p>Gallu cyfathrebu'n effeithiol â defnyddwyr adeiladau, contractwyr a gweithwyr proffesiynol adeiladu eraill.</p> <p>Gallu cyflawni tasgau mewn modd trefnus a rhesymol.</p> <p>Ymrwymiad cryf i ddarparu gwasanaeth i'r cyhoedd a balchder dinesig.</p>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<p>NVQ Lefel 3 – Goruchwylio a Rheoli</p> <p>Cymhwyster IOSH – Rheoli'n Ddiogel</p>

Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster P405 – Rheoli Asbestos
Sgiliau Ymarferol / Personol	<p>Profiad o gynnal arolygon safle a pharatoi adroddiadau.</p> <p>Profiad o baratoi manylebau a chontractau a gwerthuso tendrau.</p> <p>Profiad o weithio fel rhan o dîm amlddisgyblaethol.</p> <p>Gallu cyfathrebu'n effeithiol trwy gyfrwng y Gymraeg.</p>

Job Description

Post Name	Building Maintenance
Service	Economy and Regeneration
Grade	Grade 10
Spinal Point/s	28-30
Salary	£36 648 - £38 223
Job Purpose	To assist in the delivery of the maintenance and the legislative / statutory compliance of council owned and leased buildings. Undertaking building inspections, arrange maintenance and improvements of all council buildings, to prepare schedules of work, specifications, tender documents and supervise work on site and to maintain adequate records
Location	Canolfan Rheidol, Aberystwyth. Hybrid working may be available.
Hours of Work	37 Hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Building Maintenance Manager
Supervisory/Managerial Responsibilities	The post holder will be required to supervise contractors and operatives as necessary. Temporary supervision may be assigned on projects where applicable
Accountability	A requirement of the post holder will be to work on their own initiative, and as part of a team as situations arise. Acting under delegated authority under the direction of the Building Maintenance Manager.
Contractual Terms Associated with the Post	
Duties and Responsibilities	
<ul style="list-style-type: none"> • carry out surveys and carry out tender processes when necessary and obtain priced quotations. Place orders for work and supervise contractors for ordered work for performance and quality control • communicating effectively with contractors, service managers, Council staff and members of the public • carry out routine building inspections and inspections necessary to issue works orders, consulting with other Council officers and service users as necessary • responsibility for investigating and preparing replies to queries on building matters raised by elected Members, client officers and members of the public • assist with the execution of the annual capital programs, and co-ordinate and supervise any work requests from building users/tenants/occupiers • liaise with other officers as necessary, and survey and produce documentation in order to operate the Council's tender procedure • liaise with building users and senior officers to assist in the preparation and execution of the Council's Property Asset Management Plan 	

- expedite building work as speedily and efficiently as possible where insurance claims are involved in accordance with the conditions of insurance operated by the Council
- assist the Building Maintenance Manager with the production of management information and respond and act promptly and effectively with regard to enquiries from building users/tenants /occupiers
- ensure that adequate records are maintained in particular relating to compliance matters
- undertake routine asbestos monitoring as required
- maintain records with regard to Asbestos, servicing and statutory inspections
- improve performance management targets and meet personal performance management targets for delegated responsibilities for workload
- to ensure that the highest possible level of “customer care” is achieved throughout all the services provided
- to promote the work of the Property Services Group through preparation of publicity information and presentation documents using relevant forms of information technology
- a significant part of the post holders’ duties will be as a lone worker. Travelling to various locations in their own vehicle alone in accordance with the Council’s lone working policy
- a significant part of the post holders’ duties will be subject to unpleasant working conditions often working subject to the weather conditions, working at height in and around building sites with unpleasant conditions such as extremes of temperature, dirt/dust, noise, confined spaces, and vibration, etc
- the post holder will be subject to frequent disruption and changes in priority and will need to be able to resolve these conflicting priorities or conflicting resource needs
- the post holder will have responsibilities for a range of buildings in their area, acting as key holder and having day to day responsibility for the safe running of smaller buildings
- the post holder will be expected to adopt a flexible attitude to the duties that may have to be varied, (after discussion with the post holder) subject to the needs of the services and in keeping with the general profile of the post
- be physically capable of undertaking site visits and inspections

Job Evaluation Post Ref

TEC006

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Bachelor Degree in a construction related subject or HND / HNC in Construction Member of a recognised Professional Body (CIOB, RICS, CABE)	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing Level 4	The English linguistic skills noted are required on appointment
Practical and personal skills	Demonstrable sound working knowledge of construction and facilities management Ability to work to deadlines and targets. Ability to effectively organise and adapt workload to changing circumstances. Ability to deliver a high quality service. Demonstrable effective interpersonal skills including good written and verbal communication skills, listening skills, presentation and negotiation skills. Ability to handle information in a sensitive and confidential manner. Be computer literate including the use of spread sheets and databases including knowledge of all Microsoft packages e.g. Word and Excel. Be confident in the use of mobile devices and various apps Customer focused, with a commitment to customer satisfaction. Self-motivated. Ability to carry out the physical requirements of the role (i.e. accessing scaffolding/ladders and working in confined spaces). Be willing to work outside normal office hours as required. Be in good general health and have a good sickness record. Full Valid UK Driving licence and use of a vehicle for business use.	
Required Experience	Minimum of 5 years' post qualification experience in a building / construction environment or at least 5 years expert knowledge and skill gained through relevant experience. General experience of all building trades and operations gained from site experience and practical application. Practical knowledge of mechanical and electrical on construction sites and in existing buildings. Health and safety knowledge relating specifically to construction and building engineering services. Including the understanding of health	

	<p>and safety legislation and the Construction Design and Management (CDM) Regulations</p> <p>Able to communicate effectively with building users, contractors and other building professionals.</p> <p>Able to undertake tasks in a methodical and reasonable manner.</p> <p>Strong commitment to providing a service to the public and civic pride.</p>
<p>Training/education required to be undertaken for the post/worked towards</p>	<p>NVQ Level 3- Supervision and Management.</p> <p>IOSH Managing Safely Qualification</p>

Desirable	
<p>Qualifications / Training</p>	<p>P405 Qualification-Asbestos Management.</p>
<p>Practical / Personal Skills</p>	<p>Experience in carrying out site surveys and in the preparation of reports.</p> <p>Experience in preparing specifications and contracts and evaluating tenders.</p> <p>Experience of working as part of a multi-disciplinary team.</p> <p>Be able to communicate effectively through the medium of Welsh.</p>