

Disgrifiad Swydd

Teitl y Swydd	Uwch-beiriannydd (Asedau a Dylunio)
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	11
Pwynt/iau Cyflog	32-34
Cyflog	£40,221 - £42,403
Pwrpas y Swydd	<p>O dan gyfarwyddyd cyffredinol y Rheolwr Asedau a Dylunio bydd yn ofynnol i chi arwain y Tîm Asedau Priffyrdd a chydlynu llwyth gwaith y tîm. Darparu arbenigedd o fewn y gwasanaeth yn maes peirianeg sifil, amddiffyn yr arfordir, a rheoli asedau priffyrdd</p> <p>O dan gyfarwyddyd cyffredinol y Rheolwr Asedau a Dylunio, bod yn gyfrifol am roi'r Rhaglen Cynnal a Chadw Priffyrdd (Gwaith wedi'i Gynllunio) ar waith drwy gaffael cyflenwyr/contractwyr allanol neu drwy gyd-drafod â'r Rheolwr Gwasanaeth – Cynnal a Chadw Priffyrdd pan ddefnyddir y gweithlu mewnol.</p> <p>Bydd deiliad y swydd yn cynorthwyo'r Rheolwr Asedau a Dylunio â pherfformiad meysydd gwasanaeth unigol i sicrhau bod gwasanaethau effeithiol yn cael eu darparu, gyda golwg ar ansawdd, effeithlonrwydd a chyfyngiadau'r gyllideb.</p> <p>Cynorthwyo'r Rheolwr Asedau a Dylunio i lunio polisïau a gweithdrefnau o ran gweithrediad y gwasanaeth o ddydd i ddydd.</p>
Lleoliad	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Asedau a Dylunio
Cyfrifoldebau Goruchwyllo / Rheoli	<p>Ysgwyddo cyfrifoldeb llwyr a pharhaus dros reoli a goruchwyllo tîm Asedau a Dylunio sy'n cynnwys hyd at bum aelod. Bydd y timau'n rhai amlddisgyblaethol a fydd yn mynd ati mewn ffordd hyblyg i roi'r rhaglen refeniw a chyfalaf ar waith ar gyfer Cynnal a Chadw Priffyrdd (Gwaith Wedi'i Gynllunio).</p> <p>Ysgwyddo cyfrifoldeb llwyr a pharhaus dros oruchwyllo a rheoli grwpiau amlddisgyblaethol o staff sy'n gweithredu'n hyblyg i ddarparu adnodd ar sail sgiliau ac anghenion i roi gwasanaethau perthnasol amrywiol ar waith, sef:</p> <ul style="list-style-type: none"> • Rheoli asedau/Gwaith cynnal a chadw wedi'i gynllunio • Cau ffyrdd dros dro/Gorchmynion cau ffyrdd • Dylunio peirianyddol • Goleuo strydoedd • Goruchwyllo safleoedd • Materion ecolegol/amgylcheddol <p>Rhannu cyfrifoldeb dros gontractwyr/ymgyngorwyr allanol e.e. tifesurwyr, ymchwilyr tir, adeiladwyr ac ati a ddefnyddir ar sail contractiol.</p>
Atebolrwydd	<p>Rheoli a threfnu llwyth gwaith y tîm dylunio er mwyn sicrhau y nodi'r targedau ariannol a thargedau amser mewn rhaglenni amrywiol neu'n unol â chyfarwyddyd y Rheolwr Asedau a Dylunio.</p> <p>Monitro perfformiad y timau dylunio o fewn paramedrau penodol fel y nodwyd gan y Rheolwr Asedau a Dylunio ac adrodd i'r unigolyn hynny fel y nodwyd.</p> <p>Sicrhau bod y Gwasanaeth yn cydymffurfio â holl ddeddfwriaeth, polisïau a gweithdrefnau cyfredol perthnasol o ran llwyth gwaith a chynghori eraill lle y bo'n ofynnol o'u dyletswyddau cyfreithiol wrth ymgymryd â gwaith adeiladu ar eu rhan.</p>

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	N/A
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Dyletswyddau a chyfrifoldebau

Bydd y dyletswyddau a'r cyfrifoldebau'n cynnwys:

Ymgymryd ag amrywiaeth o arolygon, astudiaethau dichonoldeb, dyluniadau, asesiadau, ac adroddiadau ac ati fel rhan o'r broses o baratoi cynlluniau peirianeg priffyrdd, peirianeg strwythurol a pheirianeg sifil a chynlluniau o'r fath, fel sy'n ofynnol gan y Rheolwr Asedau a Dylunio.

Sefydlu, rheoli a chynnal cronfeydd data o'r asedau priffyrdd, strwythurol ac arfordirol ar ran y cleient perthnasol sy'n gyfrifol am ffyrdd sirol a/neu gefnffyrdd.

Cynnal pob arolwg ac arolygiad sy'n angenrheidiol i boblogi ac i gynnal y cronfeydd data hynny drwy fonitro cyflwr yr asedau hynny yn unol â'r cod ymarfer perthnasol.

Casglu'r holl ddata sy'n ofynnol i asesu cyflwr yr asedau hynny i sicrhau bod modd asesu eu cyflwr at ddibenion cymharu a blaenoriaethu.

Llunio rhaglenni drwy flaenoriaethu gwaith bach a mawr i gynnal a chadw, i uwchraddio ac i adnewyddu'r asedau hynny, a darparu amcangyfrifon o'r gwaith adfer ar gyfer y Rheolwr Gwasanaeth – Datblygu Priffyrdd.

Caffael yr holl waith sy'n hanfodol i gynnal cyflwr yr asedau hynny yn unol â pholisi caffael perthnasol y Cyngor a'i reolau sefydlog.

Ysgwyddo cyfrifoldeb dros gyllidebau cynlluniau a ddirprwyir gan y gwasanaeth at ddibenion monitro a chynnal asedau priffyrdd/arfordirol/strwythurol.

Dirprwyo llwythi gwaith i aelodau o'r tîm dylunio, gan sicrhau bod adnoddau'n cael eu defnyddio'n effeithlon. Sicrhau bod allbwn holl aelodau'r tîm yn bodloni'r safonau cyfredol ac yn ateb gofynion y gwasanaeth.

Cyd-drafod ag arolygwyr a goruchwylwyr safleoedd, aelodau o'r cyhoedd, contractwyr, ymgynghorwyr ac ati yn ôl y gofyn.

Sicrhau bod holl ofynion iechyd a diogelwch y Cyngor yn cael eu bodloni, gan gynnwys gofynion Rheoliadau Adeiladu (Dylunio a Rheoli) 2015.

Cynorthwyo i baratoi Rhaglen Gyfalaf Ddrafft Cyngor Sir Ceredigion (Cynnal a Chadw Priffyrdd (Gwaith Wedi'i Gynllunio)) a chynorthwyo i baratoi, i weithredu ac i reoli'r gyllideb berthnasol.

Cynorthwyo i baratoi Rhaglen Refeniw Ddrafft Cyngor Sir Ceredigion (Cynnal a Chadw Priffyrdd (Gwaith Wedi'i Gynllunio)) a chynorthwyo i baratoi, i weithredu ac i reoli'r gyllideb berthnasol.

Dirprwyo ar ran y Rheolwr Asedau a Dylunio yn ôl y gofyn, a chynrychioli'r Gwasanaeth o fewn y Cyngor a'r tu allan.

Cynorthwyo â'r gwaith o baratoi ac o reoli'r modd y defnyddir dyfarniadau grant allanol amrywiol.

Cynrychioli'r Gwasanaethau Priffyrdd yn unol â'r cyfarwyddyd a roddir iddo/iddi, o fewn y Cyngor a'r tu allan, gan gynnwys mewn cyfarfodydd ag Aelodau etholedig, gwasanaethau eraill, Llywodraeth Cymru, y Consortiwm Trafnidiaeth Rhanbarthol ac ati.

Cyfrannu at feithrin partneriaethau gweithredol a chytundebau fframwaith â darparwyr gwasanaethau eraill a/neu gynghorau eraill lle bo'n briodol.

Hwyluso system arfarnu a rheoli perfformiad y Cyngor ar gyfer y staff o dan ei reolaeth/rheolaeth.

Hyrwyddo gwaith y Gwasanaeth drwy gyhoeddu'rwydd, gwybodaeth a chyflwyniadau, gan ddefnyddio technoleg gwybodaeth o bob math.

Bydd disgwyl bod gan ddeiliad y swydd agwedd hyblyg tuag at ddyletswyddau'r swydd y gall fod angen eu newid (ar ôl trafod â deiliad y swydd) yn ôl anghenion y gwasanaeth ac yn unol â phroffil cyffredinol y swydd.

Cyfeirnod at
Ddibenion
Gwerthuso
Swyddi

JD 1295

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu statws gorfforedig sefydliad proffesiynol neu dystiolaeth o brofiad perthnasol mewn dylunio â dur, concret, coed a gwaith maen.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<p>Sgiliau rhyngbersonol, sgiliau cyflwyno a sgiliau negodi rhagorol</p> <p>Chwaraewr tîm â chymhelliad cryf</p> <p>Gallu darparu adroddiadau effeithiol yn ysgrifenedig ac ar lafar</p> <p>Bod yn hyblyg a gallu gweithio yn unol â therfynau amser sy'n newid</p> <p>Gallu darparu gwasanaeth sy'n canolbwyntio ar ofal cwsmeriaid, gan fod yn bwyllog ac yn sensitif a darbwylo eraill pan fo angen</p> <p>Trwydded yrru lawn a dilys y Deyrnas Unedig</p> <p>Sgiliau dadansoddi da, ynghyd â'r gallu i ddarparu datrysiadau amrywiol drwy feddwl yn greadigol ac yn arloesol i ddatrys problemau</p> <p>Gallu gweithio heb lawer o oruchwyliaeth a threfnu ei lwyth/lwyth gwaith drwy flaenoriaethu terfynau amser</p> <p>Gwybodaeth am agweddau gweithredol ar y meysydd gwasanaeth a amlinellir yn y Disgrifiad Swydd, a phrofiad ohonynt</p> <p>Gwybodaeth am Reolau Gweithdrefn Contractau'r Cyngor a rheoliadau caffael cyhoeddus</p> <p>Profiad o dechnegau rheoli perfformiad a'r modd y cânt eu rhoi ar waith</p> <p>Gwybodaeth dda am weithio ym maes llywodraeth leol neu brofiad amgen perthnasol</p>	
Profiad Hanfodol	<p>O leiaf dair blynedd o brofiad o arolygu, dylunio ac adeiladu ym maes peirianeg priffyrdd, peirianeg strwythurol, peirianeg sifil a phrosiectau adeiladu, gan gynnwys:</p> <ul style="list-style-type: none"> • Safonau dylunio • Dogfennau contractau • Tystysgrifau dylunio a gwirio • Y gyfraith contractau a chaffael • Rheoliadau Adeiladu (Dylunio a Rheoli) 2015 • Rheoli ac arolygu asedau yn unol â safonau cefnffyrdd • Mesur ac amcangyfrif • Cynnal a chadw priffyrdd a'u cyflwr • Cau ffyrdd • SCRIM a dadansoddi gwead arwynebau <p>Profiad o ddefnyddio meddalwedd dechnegol fel:</p> <ul style="list-style-type: none"> • AutoCAD 	

	<ul style="list-style-type: none"> • Vector (neu feddalwedd BoQ gydnabyddedig arall) • Superstress/Revit (neu feddalwedd gydnabyddedig arall i wneud dadansoddiadau strwythurol) • Meddalwedd Microsoft Office • Meddalwedd rheoli asedau • Systemau GIS • Cronfeydd data a ddefnyddir i reoli asedau (Insight neu raglen o'r fath) <p>Tystiolaeth y gellir ei dangos o brofiad o reoli cynlluniau adeiladu mawr a bach ac o reoli eu cyllid</p> <p>Rhywfaint o brofiad o reoli prosiectau – Prince 2 o ddewis</p> <p>Profiad o gaffael yn y sector cyhoeddus</p> <p>Profiad o gynnal a chadw priffyrdd ac o beirianeg sifil</p> <p>Profiad o reoli adnoddau ffisegol ac adnoddau dynol</p> <p>Profiad ymarferol o ymgymryd â thasgau penodol yn y sector cyhoeddus</p>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Cofrestru ar Gynllun Hyfforddiant a gymeradwywyd gan Gwmni ICE o ran gweithio tuag at isafswm statws Peiriannydd Siartredig

Dymunol	
Cymwysterau / Hyfforddiant	<p>Gwybodaeth am y meysydd a ganlyn a phrofiad ohonynt:</p> <ul style="list-style-type: none"> • materion technegol / peiranyddol, • materion ariannol, • rheoli asedau, • caffael, • e-dendro, • y gyfraith contractau, • rheoli prosiectau, • draenio cynaliadwy. <p>Dealltwriaeth o sut i ddefnyddio meddalwedd dechnegol fel y rhai a ganlyn, a'r sgiliau i wneud hynny:</p> <ul style="list-style-type: none"> • SCALE • Modelu dyluniadau strwythurol 3D • Modelu dyluniadau priffyrdd 3D • Modelu dyluniadau geotechnegol • Efelychydd draenio
Sgiliau Ymarferol / Personol	<p>Medru cyfathrebu'n rhugl yn y Gymraeg.</p> <p>Profiad a dealltwriaeth o Lywodraeth Leol</p>

Job Description

Post Name	Senior Engineer (Assets & Design)
Service	Highways and Environmental
Grade	11
Spinal Point/s	38-40
Salary	£40,221 - £42,403
Job Purpose	<p>Under the general direction of the Asset and Design Manager to lead a Highway Assets Design team and to co-ordinate the workload of that team. To provide expertise within the service in the field of civil engineering, coastal defence, and highway asset management.</p> <p>Under the general direction of the Asset and Design Manager be responsible for the delivery of the Highways Planned Maintenance Programme through the procurement of external suppliers/contractors or in liaison with the Service Manager (Highways Maintenance) where the internal workforce is employed.</p> <p>The post-holder will assist the Asset and Design Manager with the performance of the individual service areas to ensure the provision of effective services, in relation to quality, efficiency and within budgetary constraints.</p> <p>To support the Asset and Design Manager, in the development of policies and procedures in relation to the day to day operation of the service.</p>
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Asset and Design Manager
Supervisory/Managerial Responsibilities	<p>Full and ongoing supervisory responsibility of structural and asset design team comprising of up to 4 team members;</p> <p>Shared responsibility for up to 6 other full time staff members;</p> <p>Shared responsibility for external contractors/consultants e.g. surveyors, ground investigations, construction etc...employed on a contract basis</p>
Accountability	<p>To manage and organise the workload of his/her design team to ensure that time and financial targets as set out in various programmes or by instruction from the Asset & Design Manager are met.</p> <p>To monitor the performance of his / her design teams within parameters as set out by the Asset & Design Manager and report to that person as specified.</p> <p>To ensure that the Service complies with all relevant current legislation, policies and procedures with regard to the workload and advise others where necessary of their legal duties when carrying out construction work on their behalf.</p>
Contractual Terms Associated with the Post	N/A

Duties and Responsibilities

To carry out various surveys, feasibility studies, designs, assessments, reports and the like in the process of preparing highway structural and civil engineering schemes and the like as required by the Design Manager.

To set up, manage and maintain databases of highway and coastal assets on behalf of the relevant County and/or Trunk Road client.

To carry out all surveys and inspections necessary to populate and maintain those databases through monitoring the condition of those assets to the relevant code of practice.

To gather all data required to assess the condition of those assets to enable them to be assessed on condition for comparison purposes and prioritisation.

To generate programmes by prioritising minor and major maintenance, upgrades and renewals of those assets and provide remedial works estimates for the relevant budget holders

To procure all works essential to maintain the condition of those assets in accordance with the relevant County Council specification and Council standing orders.

To take responsibility for budgets delegated by the service for the purpose of monitoring and maintaining their highway/coastal assets.

To delegate workloads to members of the design team ensuring the efficient use of resources. To ensure that the output of all members of the team is to current standards and fulfils the requirements of the service.

To liaise with site inspectors and supervisors, members of the public, contractors, consultants and the like as and when required.

To ensure all the Health and Safety requirements of the Council including the Construction (Design and Management) Regulations are achieved. To undertake the role of "Principal Designer" under the CDM Regulations.

To assist in the preparation of the CCC Draft Capital Programme (Highways Maintenance) and the preparation, implementation and control of the relevant budget.

To assist in the preparation of the CCC Draft Revenue Programme (Highways Maintenance) and the preparation, implementation and control of the relevant budget.

To deputise for the Design Manager as required, and represent the Service both within the Council and external to the Council.

To assist in the preparation and control of the delegated budget in respect of various external grant awards.

To represent the Service as directed on Technical Services Functions, both within the Council and external to the Council, including meetings with elected members, other services, the Welsh Government, the regional Transport Consortia and similar.

To contribute towards the development of operational partnerships and framework agreements with other service providers and/ or Councils where appropriate.

To facilitate the Council's performance management and appraisal system for staff under her / his control.

To promote the work of the Service by publicity, information and presentations, utilising all forms of information technology.

The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.

Job Evaluation Post Ref

JD 1295

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or Incorporate status of a relevant professional institution or demonstrable evidence of relevant successful experience in steel, concrete, timber and masonry design	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing Level 2	The Welsh linguistic skills noted must be attained within two years of appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	Excellent interpersonal, presentational and negotiating skills Team player and highly motivated Ability to provide effective reports, both written and orally Be flexible and work to changing deadlines Customer care focused service delivery being able to apply tact, sensitivity and persuasion where necessary. Full valid UK driving licence Good analytical skills being able to provide a range of solutions by applying imaginative, creative and innovative thinking to solve problems Ability to work under minimal supervision and programme their workload by prioritising deadlines Knowledge and experience of operational aspects of the identified services areas as outlined in the Job Description. Knowledge of Council Contract Procedure Rules and public procurement regulations. Experience of performance management techniques and their application. Good knowledge of working within Local Government or alternative applicable experience.	
Required Experience	Minimum of 3 years' experience in the inspection, design and construction in the fields of highway, structural, civil engineering and building projects including: <ul style="list-style-type: none"> • Design Standards • Contract documentation • Design and check certification • Contract Law and Procurement • Construction Design and Management (CDM) Regulations • Asset Management and Inspection to Trunk Road standards. • Measurement and estimating • Highways Maintenance and Condition • Road Closures • SCRIM & Surface texture analysis Experience in the use of technical software such as: <ul style="list-style-type: none"> • AutoCAD 	

	<ul style="list-style-type: none"> • Vector (or other recognised BoQ software) • Superstress/Revit (or other recognised structural analysis software) • Microsoft Office software • Asset Management software • GIS Systems • Asset Management Databases (Insight or similar) <p>Demonstrable evidence of experience in the management and financial control of large and small construction schemes</p> <p>A level of project management experience, preferable to Prince 2.</p> <p>Experience of public sector procurement.</p> <p>Experience of highway maintenance and civil engineering.</p> <p>Experience of managing, physical and human resources.</p> <p>Practical experience of undertaking specific tasks in public sector.</p>
<p>Training/education required to be undertaken for the post/worked towards</p>	<p>Enrol onto the ICE Company Approved Training Scheme working towards a minimum status of Chartered Engineer</p>

Desirable	
<p>Qualifications / Training</p>	<p>Knowledge and experience in;</p> <ul style="list-style-type: none"> • technical / engineering, • financial • asset management • procurement • e-tendering • contract law • project management • Sustainable Drainage <p>Understanding and skills using technical software such as:</p> <ul style="list-style-type: none"> • SCALE • 3D Structural Design Modelling • 3D Highway Design Modelling • Geotechnical Design Modelling • Drainage Simulation
<p>Practical / Personal Skills</p>	<p>Ability to communicate fluently in Welsh</p> <p>Experience and Understanding of Local Government</p>