Disgrifiad Swydd

Teitl y Swydd	Peiriannydd Cynorthwyol (Asedau a Dylunio) Cynnal a Chadw
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	8/9
Pwynt/iau Cyflog	18- 22/ 24-26
Cyflog	£29,269 - £31,364 / £33,024 - £34,834
Pwrpas y Swydd	Cynorthwyo'r Rheolwr Asedau a Dylunio i sicrhau bod gwasanaethau'n ateb gofynion defnyddwyr y gwasanaethau, cymunedau a thrigolion Ceredigion. O dan gyfarwyddyd cyffredinol y Rheolwr Asedau a Dylunio a'r Uwch-beiriannydd/Uwch-beirianwyr, bydd deiliad y swydd yn cynorthwyo i sicrhau bod yr Asedau Priffyrdd yn cael eu cynnal a'u cadw a'u gwella'n effeithiol drwy gaffael cyflenwyr/contractwyr allanol neu drwy gyd-drafod â'r Tîm Cynnal a Chadw Priffyrdd pan fydd y gweithlu mewnol yn cael ei ddefnyddio. Bydd deiliad y swydd yn cynorthwyo'r Rheolwr Asedau a Dylunio a'r Uwch-beiriannydd/Uwch-beirianwyr â pherfformiad meysydd gwasanaeth unigol i sicrhau bod gwasanaethau effeithiol yn cael eu darparu, gyda golwg ar ansawdd, effeithlonrwydd a chyfyngiadau'r gyllideb. Gall fod gofyn i ddeiliad y swydd gynrychioli'r Cyngor mewn cyfarfodydd mewnol ac allanol, a gyda chyrff a phartneriaethau allanol, o ran materion sy'n ymwneud â'r Gwasanaeth. Gweithio fel Peiriannydd Sifil cymwys a phrofiadol sy'n ysgwyddo cryn dipyn o atebolrwydd unigol i sicrhau bod modd i'r Gwasanaeth raglennu, dylunio, caffael, mesur a goruchwylio'r Rhaglen Refeniw a Chyfalaf Datblygu Priffyrdd, sy'n rhaglen gymhleth, yn llwyddiannus. Gweithio'n annibynnol i raddau helaeth, gan gynorthwyo'r Uwch-beiriannydd/Uwch-beirianwyr i ddarparu cynlluniau dylunio, ymchwilio, asesu ac adeiladu i nifer o ddeiliaid cyllidebau mewnol ac allanol mewn ffordd ddiogel, amserol a chosteffeithiol. Rhoi datrysiadau creadigol ac arloesol ar waith mewn ystod amrywiol o feysydd peirianneg sifil arbenigol sy'n ymwneud â seilwaith y priffyrdd a'r amgylchedd adeiledig, a'r rheini'n feysydd y mae angen peiriannydd sifil hyblyg a gwybodus ar eu cyfer.
Lleoliad	Penmrofa, Aberaeron
Oriau Gwaith	37 hours per week
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch-beiriannydd (Adeileddau/Cynnal a Chadw/Gwelliannau)
Cyfrifoldebau Goruchwylio / Rheoli	Rhannu'r cyfrifoldeb dros oruchwylio hyd at ddau dechnegydd dylunio, a rhannu'r cyfrifoldeb dros dri o swyddogion eraill y Tîm Asedau a Dylunio.

	Rhannu’r cyfrifoldeb dros oruchwylio contractwyr/ymgynghorwyr allanol e.e. tirfesurwyr, peirianwyr geotechnegol, contractwyr sifil ac ati a ddefnyddir ar sail gontractiol.
Atebolrwydd	Rheoli a threfnu’r llwyth i sicrhau bod y targedau amser a’r targedau ariannol a nodir mewn rhaglenni amrywiol a/neu yng nghyfarwyddiadau'r Rheolwr Asedau a Dylunio a’r Uwch-beirianwyr yn cael eu bodloni. Bod yn gyfrifol am weithredu fel arweinydd tîm a chydgysylltydd ar gyfer ystod eang o brosiectau cymhleth â chyllidebau sylweddol sy’n cynnwys sawl agwedd ar beirianneg sifil. Bydd disgwyl i ddeiliad y swydd ymgysylltu ac ymdrin yn rheolaidd â swyddogion sy’n gleientiaid, uwch-gynrychiolwyr cyrff allanol, mewnol a statudol, y cyhoedd, Aelodau lleol, swyddogion cynllunio, Asiant Cefnffyrdd Gogledd a Chanolbarth Cymru, contractwyr ac asiantau sefydliadau masnachol. Sicrhau bod y Gwasanaeth yn cydymffurfio â’r holl ddeddfwriaeth, polisïau a gweithdrefnau cyfredol o ran llwyth gwaith, a rhoi cyngor i eraill pan fo angen am eu dyletswyddau cyfreithiol pan fyddant yn ymgymryd â gwaith adeiladu ar ei ran/rhan. Bydd gofyn i ddeiliad y swydd weithio o’i ben/phen a’i bastwn/phastwn ei hun i ddarparu datrysiadau creadigol ac effeithiol ar gyfer dyletswyddau’r swydd, gan weithio o fewn y canllawiau a ddarperir gan y Rheolwr Dylunio. Mae gofyn i ddeiliad y swydd gydymffurfio â gofynion ariannol, trefniadol a rheoleiddiol y Cyngor. Paratoi archebion, dyfynbrisiau a thendrau e-gaffael ar gyfer y Cyngor a chynnal gwiriadau cyn ardystio taliadau o fewn y terfynau ariannol y cytunir arnynt. Bydd polisïau a gweithdrefnau’r Cyngor yn rhoi arweiniad, ond bydd gofyn i ddeiliad y swydd weithio o’i ben/phen a’i bastwn/phastwn ei hun i sicrhau bod gwasanaethau’n cael eu rheoli’n effeithiol, gan gadw’r ddysgl yn wastad rhwng blaenoriaethau sy’n gwrthdaro a chadw llygad ar y gofynion gweithredol diweddaraf. Darperir gliniadur a ffôn symudol i sicrhau bod modd i ddeiliad y swydd ymgymryd â dyletswyddau’r swydd
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

Bydd y dyletswyddau a’r cyfrifoldebau cyffredinol yn cynnwys:

- paratoi amrywiaeth o arolygon, astudiaethau dichonoldeb, dyluniadau, asesiadau, adroddiadau ac ati fel rhan o’r broses o baratoi cynlluniau peirianneg priffyrdd, peirianneg strwythurol a pheirianneg sifil a chynlluniau o’r fath, fel sy’n ofynnol gan yr Uwch-beiriannydd/Uwch-beirianwyr
- cynnal 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 yr Uwch-beiriannydd/Uwch-beirianwyr
- cyd-drafod â’r Gwasanaethau Caffael i gaffael yr holl waith sy’n hanfodol i gynnal cyflwr yr asedau hynny yn unol â pholisi caffael perthnasol y Cyngor a’i reolau sefydlog
- 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 unigolion o’r fath yn ôl y gofyn
- cynorthwyo’r Uwch-beiriannydd/Uwch-beirianwyr i ddarparu diweddariadau cynnydd ysgrifenedig rheolaidd i ddeiliaid cyllidebau, diweddariadau y gall fod eu hangen i'w galluogi i fodloni gweithdrefnau cymorth grant Llywodraeth Cymru a gofynion adrodd a monitro’r gyllideb Priffyrdd a Gwasanaethau Amgylcheddol
- sicrhau bod holl ofynion iechyd a diogelwch y Cyngor yn cael eu bodloni, gan gynnwys gofynion Rheoliadau Adeiladu (Dylunio a Rheoli) 2015
- bydd gofyn ymgymryd â rhai o ddyletswyddau'r swydd tu allan mewn amodau a all gynnwys gwres, oerfel, baw, llwch, sŵn, dirgryniadau a thywydd gwael. Bydd hyn yn cynnwys goruchwylio contractwyr ar safleoedd adeiladu priffyrdd, a gweinyddu contractau mewn perthynas â hyn
- sicrhau bod yr holl ddeddfwriaeth a chanllawiau statudol ac amgylcheddol yn cael eu dilyn yn ystod y broses o ddylunio ac o gaffael y gwaith a neilltuir iddo/iddi drwy ymgysylltu â’r Ecolegydd Priffyrdd, yr ymgymerwyr statudol, Cyfoeth Naturiol Cymru, CADW ac ati yn ôl y gofyn
- cael gafael ar ganiatadau statudol amrywiol i sicrhau bod modd rhaglennu gwaith adeiladu yn unol â gofynion y deiliad cyllideb/cleient
- sicrhau bod y camau i roi hysbysiadau o fewn y cyfnodau a bennir mewn deddfwriaeth yn cael eu rheoli’n effeithiol. Bydd y rhain yn ymwneud â'r deddfau a ganlyn:
    - Y Ddeddf Rheoli Traffig (A54, A55, A58, A70, A74)
    - Deddf Priffyrdd 1980
    - Y Ddeddf Cynllunio Gwlad a Thref
    - Y Ddeddf Ffyrdd Newydd a Gwaith Stryd
- cynorthwyo â’r gwaith o baratoi ac o reoli’r modd y defnyddir dyfarniadau grant allanol amrywiol
- cysylltu â Gwasanaeth Ystadau a Gwasanaethau Cyfreithiol y Cyngor i drafod materion tir a materion cyfreithiol sy’n gysylltiedig â gwaith peirianyddol a dogfennau contractau
- negodi ac ymgysylltu’n uniongyrchol â thirfeddianwyr yn ystod y broses ddylunio, gan weithredu mewn ffordd bwyllog, darbwyllol a sensitif i bennu ardaloedd caffael/cyflwyno tir ac ardaloedd ar gyfer adeiladwaith hwylustod
- paratoi cynlluniau a rhestrau tir i sicrhau bod modd i’r Gwasanaeth Ystadau corfforaethol ymgymryd â chamau sy’n ymwneud â chyflwyno a chaffael tir
- asesu cynlluniau i bennu pa mor adeiladwy ydynt a, lle bo angen, rhoi cyngor o ran cau ffyrdd a gwyro traffig, a threfnu i wneud hynny, i sicrhau bod modd ymgymryd â’r gwaith

adeiladu'n ddiogel yn unol â'r Rheoliadau Adeiladu (Dylunio a Rheoli) a deddfwriaeth Pennod 8/arferion gorau

- ymgysylltu'n uniongyrchol â'r ymgymerwyr statudol i sicrhau bod y Ddeddf Ffyrdd Newydd a Gwaith Stryd yn cael ei dilyn. Sicrhau bod unrhyw wyriadau angenrheidiol yn cael eu tirfesur, eu dylunio, eu caffael a'u cydgysylltu â'r gweithgareddau adeiladu
- 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
- paratoi briffiau technegol i bennu gwaith angenrheidiol i gynnal ac i wella'r asedau priffyrdd
- ymdrin â chwynion sy'n dod i law gan y cyhoedd o ran materion cynnal a chadw priffyrdd/cau ffyrdd, ac ymateb i'r cwynion hynny
- 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 Consortiwn Trafnidiaeth Rhanbarthol a chyrff o'r fath
- hyrwyddo gwaith y Gwasanaeth drwy gyhoeddusrwydd, gwybodaeth a chyflwyniadau, gan ddefnyddio technoleg gwybodaeth o bob math
- paratoi manylebau ac ymchwilio i gynhyrchion, deunyddiau ac arferion arloesol newydd yn y diwydiant adeiladu i'w defnyddio gan y Gwasanaeth
- 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

I sicrhau bod sgiliau'n cael eu defnyddio'n briodol, bydd y swyddi a ganlyn yn cael eu dirprwyo i dri maes gwaith penodol. Fodd bynnag, nid yw'r meysydd gwaith hyn yn annibynnol ar ei gilydd, a bydd dyletswyddau a thasgau'n trosglwyddo o'r naill faes i'r llall ar brydiau, fel pan fydd angen cwblhau gwaith i fodloni terfynau amser neu gysoni'r llwyth gwaith.

Swydd 1 – Adeileddau
Bydd deiliad y swydd yn adrodd wrth yr Uwch-beiriannydd (Adeileddau) a'r Rheolwr Asedau a Dylunio ynghylch y dyletswyddau hyn, a bydd yn gyfrifol am weithredu fel Rheolwr Prosiect ar rai cynlluniau yn ôl y cyfarwyddyd a roddir iddo/iddi.

- paratoi cyfrifiadau dylunio, lluniadau, dogfennau contractau, amcangyfrifon ac arolygon ar gyfer cynlluniau sy'n ymwneud ag adeiledd, gan gynnwys cloddwaith adferol, cynnal a chadw/adnewyddu pontydd, dylunio a chynnal adeiladau ag adeiledd dur/concrid/pren/maen
- mynd ati'n rheolaidd i asesu capasiti cynnal pwysau adeileddau priffyrdd i bennu a ydynt yn addas i'r diben
- bod yn gyfrifol am reoli, diweddaru a chynnal y gronfa ddata sy'n ymwneud â rhaglen flynyddol Cyngor Sir Ceredigion o brif arolygiadau ac arolygiadau cyffredinol o adeileddau
- bod yn gyfrifol am reoli, diweddaru a chynnal y gronfa ddata sy'n ymwneud â rhaglen flynyddol Cyngor Sir Ceredigion i arolygu adeileddau afonol/arfordirol
- caffael yr holl is-gontractwyr angenrheidiol i gynorthwyo i gwblhau rhaglen flynyddol Cyngor Sir Ceredigion i arolygu adeileddau pontydd/afonol/arfordirol
- cynnal arolygon o gyflwr adeiladau, priffyrdd ac adeileddau afonol/arfordirol, a pharatoi adroddiadau sy'n cynnwys argymhellion ac amcanestyniadau o gost gwaith adferol

- bod yn barod i ailflaenoriaethu gwaith yn ôl yr angen i ymgymryd ag arolygiadau brys ac asesiadau o ddiffygion/difrod i asedau strwythurol ar y rhwydwaith priffyrdd ac i amddiffynfeydd afonol ac arfordirol
- cynorthwyo i greu, i flaenoriaethu, i gynnal ac i ddiweddaru rhaglenni pontydd y Gwasanaeth Priffyrdd
- cynorthwyo'r Uwch-beiriannydd (Adeileddau) i ddadansoddi hysbysiadau o symudiadau llwythi anghyffredin, ac ymateb iddynt
- gwirio cyfrifiadau strwythurol ar ran y gwasanaeth Rheoli Adeiladu

Swydd 2 – Cynnal a Chadw Asedau
Bydd deiliad y swydd yn adrodd wrth yr Uwch-beiriannydd (Cynnal a Chadw) a'r Rheolwr Asedau a Dylunio ynghylch y dyletswyddau hyn, a bydd yn gyfrifol am weithredu fel Rheolwr Prosiect ar rai cynlluniau yn ôl y cyfarwyddyd a roddir iddo/iddi.

- dehongli, adnabod a blaenoriaethu cynlluniau ar sail arolygon data o gyflwr ffyrdd a throetffyrdd (Deflectograph, SCRIM, Scanner, MRM, DVI, CVI ac ati) a gyflenwir gan gontractwyr allanol
- archwilio'r gronfa ddata Rheoli Asedau Cynnal a Chadw Priffyrdd (Insight) i bennu diffygion i asedau, cyn mynd ati i'w blaenoriaethu ac i benderfynu ar y mesurau perthnasol i'w hadfer
- cynorthwyo i greu, i flaenoriaethu, i gynnal ac i ddiweddaru rhaglenni refeniw'r Gwasanaeth Priffyrdd
- paratoi briffiau technegol ar gyfer gwaith peirianyddol a gwaith cysylltiedig
- dadansoddi'r argymhellion sy'n dod i law yn sgil briffiau, gan gynnwys eu cymeradwyo neu wneud awgrymiadau/newidiadau pellach yn ôl yr angen
- ymchwilio i ddogfennau polisi a gweithdrefnau'r Gwasanaeth Priffyrdd, a chyfrannu atynt.
- paratoi adroddiadau technegol sy'n gysylltiedig â chynnal a chadw asedau
- cynorthwyo'r Rheolwr Asedau a Dylunio i reoli'r rhestr o asedau, gan ddiweddaru a chynnal y gronfa ddata Cynnal a Chadw Asedau
- cynorthwyo'r Rheolwr Cynnal a Chadw Priffyrdd (Gwaith wedi'i Gynllunio) i ddadansoddi hysbysiadau o symudiadau llwythi anghyffredin ac ymateb iddynt
- goruchwylio camau i gau ffyrdd dros dro yn y sir

Swydd 3 – Gwelliannau
Bydd deiliad y swydd yn adrodd wrth yr Uwch-beiriannydd (Gwelliannau) a'r Rheolwr Asedau a Dylunio ynghylch y dyletswyddau hyn, a bydd yn gyfrifol am weithredu fel Rheolwr Prosiect ar rai cynlluniau yn ôl y cyfarwyddyd a roddir iddo/iddi.

- paratoi cyfrifiadau dylunio, lluniadau, dogfennau contractau, amcangyfrifon ac arolygon ar gyfer cynlluniau gwella, gan gynnwys systemau draenio, llwybrau beicio/troetffyrdd/cerbytffyrdd ac arwynebau newydd
- bod yn barod i ailflaenoriaethu gwaith yn ôl yr angen i ymgymryd ag arolygiadau brys ac asesiadau o ddiffygion/difrod i asedau priffyrdd ar y rhwydwaith priffyrdd ac i amddiffynfeydd afonol ac arfordirol
- gweithredu fel Rheolwr Prosiect ar gyfer cynlluniau Asiant Cefnffyrdd Gogledd a Chanolbarth Cymru, gan sicrhau eu bod yn cael eu rhoi ar waith a'u hadeiladu'n brydlon, a bod adroddiadau'n cael eu darparu'n brydlon

• cynorthwyo i greu, i flaenoriaethu, i gynnal ac i ddiweddaru rhaglenni cyfalaf y Gwasanaeth Priffyrdd • cyd-drafod â’r Peiriannydd Cludiant Cynaliadwy i ddylunio cynlluniau a ariennir gan y Grant Trafnidiaeth Leol, eu caffael, adrodd amdanynt, amcangyfrif eu cost a'u rhoi ar waith • cynorthwyo’r Rheolwr Asedau a Dylunio i reoli’r rhestr o asedau, gan ddiweddaru a chynnal y gronfa ddata Cynnal a Chadw Asedau Priffyrdd	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1365 JD 1365-02

Manyleb Person

<table>
<tr><th colspan="3">Gofynnol</th></tr>
<tr><td>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</td><td colspan="2">Mae hon yn swydd ar lwybr gyrfa sy’n ddibynnol ar y cymwysterau a’r profiad a ganlyn:
1. Cymwysterau a phrofiad gofynnol ar gyfer Gradd 8: HND/HNC mewn Peirianneg Sifil neu bwnc perthnasol o’r fath
ac
o leiaf ddwy flynedd o brofiad llwyddiannus perthnasol y gellir ei ddangos ym maes Dylunio Peirianneg Sifil.
2. Cymwysterau a phrofiad gofynnol ar gyfer Gradd 9: Gradd mewn Peirianneg Sifil neu bwnc perthnasol cysylltiedig
a/neu
o leiaf statws Aelod Corfforedig o Sefydliad y Peirianwyr Sifil neu gorff proffesiynol cydnabyddedig o'r fath (e.e. IStructE)
ac
o leiaf ddwy flynedd o brofiad llwyddiannus perthnasol y gellir ei ddangos ym maes Dylunio Peirianneg Sifil.
Er mwyn i ddeiliad y swydd gamu o Radd 8 i Radd 9 tra mae yn ei swydd, bydd yn ddibynnol ar iddo/iddi gwblhau hyfforddiant yn llwyddiannus ac ennill cymwysterau</td></tr>
<tr><td>Sgiliau Ieithyddol Cymraeg</td><td>Gwrando/Siarad: Lefel 3
Darllen: Lefel 2
Ysgrifennu: Lefel 2</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad</td></tr>
<tr><td>Sgiliau Ieithyddol Saesneg</td><td>Gwrando/Siarad: Lefel 5
Darllen: Lefel 5
Ysgrifennu: Lefel 5</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad</td></tr>
<tr><td>Sgiliau Ymarferol / Personol</td><td colspan="2">Sgiliau rhyngbersonol, sgiliau cyflwyno a sgiliau negodi rhagorol
Chwaraewr tîm â chymhelliad cryf
Gallu darparu adroddiadau effeithiol yn ysgrifenedig ac ar lafar
Bod yn hyblyg a gallu gweithio yn unol â therfynau amser sy’n newid
Gallu darparu gwasanaeth sy’n canolbwyntio ar ofal cwsmeriaid, gan fod yn bwyllog ac yn sensitif a darbwyllo eraill pan fo angen
Trwydded yrru lawn a dilys y Deyrnas Unedig
Sgiliau dadansoddi da, ynghyd â’r gallu i ddarparu datrysiadau amrywiol drwy feddwl yn greadigol ac yn arloesol i ddatrys problemau
Gallu gweithio heb lawer o oruchwyliaeth a threfnu ei lwyth/llwyth gwaith drwy flaenoriaethu terfynau amser</td></tr>
</table>

	Gwybodaeth am agweddau gweithredol ar y meysydd gwasanaeth a amlinellir yn y Disgrifiad Swydd, a phrofiad ohonynt Gwybodaeth am Reolau Gweithdrefn Gontractau'r Cyngor a rheoliadau caffael cyhoeddus Profiad o dechnegau rheoli perfformiad a'r modd y cânt eu rhoi ar waith Gwybodaeth dda am weithio ym maes llywodraeth leol neu brofiad amgen perthnasol
Profiad Hanfodol	O leiaf ddwy flynedd o brofiad o arolygu, dylunio ac adeiladu ym maes peirianneg priffyrdd, peirianneg strwythurol, peirianneg sifil a phrosiectau adeiladu, gan gynnwys o leiaf un o'r meysydd a ganlyn: • 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 yn ogystal â: gwybodaeth a phrofiad helaeth y gellir eu dangos mewn o leiaf ddwy o'r disgyblaethau arbenigol a ganlyn: • Draenio dŵr storm ac egwyddorion Dylunio Systemau Draenio Trefol Cynaliadwy • Adeileddau arfordirol ac afonol • Peirianneg traffig • Adeileddau priffyrdd • Adeileddau adeiladau • Rheoli contractau • Peirianneg geotechnegol • Goruchwylio safleoedd cynlluniau peirianneg sifil • Mesur meintiau • Dadansoddi damweiniau ac ymchwilio iddynt • Dylunio a chynnal a chadw palmentydd • Dylunio priffyrdd • Cynnal arolygon tir topograffig

	Mae'n ofynnol i ddeiliad y swydd allu dangos ei fod/bod yn gyfarwydd â'r pethau a ganlyn, a bod ganddo/ganddi brofiad ohonynt: • Y gyfraith a deddfwriaeth ym maes priffyrdd • Safonau dylunio priffyrdd/strwythurol cyfredol e.e. Y Llawlyfr Dylunio Ffyrdd a Phontydd (DMRB), Canllaw Dylunio Cymru Gyfan • Codau ymarfer cymeradwy o ran dylunio priffyrdd/strwythurol • Polisïau a gweithdrefnau caffael y Cyngor • Ffurflenni contractau safonol (NEC, ICC) • Dulliau o fesur gwaith priffyrdd • Y Rheoliadau Adeiladu (Dylunio a Rheoli) Profiad o ddefnyddio meddalwedd dechnegol fel: • AutoCAD • 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) Tystiolaeth y gellir ei dangos o brofiad o reoli cynlluniau adeiladu ac o reoli eu cyllid Profiad o gaffael yn y sector cyhoeddus Profiad o gynnal a chadw priffyrdd ac o beirianneg sifil Profiad o reoli adnoddau ffisegol ac adnoddau dynol Profiad ymarferol o ymgymryd â thasgau penodol yn y sector cyhoeddus
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Darperir yr hyfforddiant a bennir gan y Rheolwr Asedau a Dylunio a thrwy'r broses arfarnu flynyddol. Bydd gofyn i ddeiliad y swydd gyflawni'r hyfforddiant datblygu parhaus sy'n angenrheidiol i sicrhau bod y Gwasanaeth Asedau a Dylunio yn defnyddio'r technegau, y dulliau a'r safonau diweddaraf.

Dymunol	
Cymwysterau / Hyfforddiant	Cofrestru ar Gynllun Hyfforddi Cymeradwy Sefydliad y Peirianwyr Sifil i weithio tuag at ennill statws Peiriannydd Corfforedig o leiaf.
Sgiliau Ymarferol / Personol	Gwybodaeth am y meysydd a ganlyn a phrofiad ohonynt: • materion technegol / peirianyddol,

	• materion ariannol, • rheoli asedau, • caffael, • e-dendro, • y gyfraith contractau, • rheoli prosiectau, • draenio cynaliadwy. Understanding and skills using. technical software such as: • SCALE • Modelu dyluniaday strwythurol 3D • Modelu dyluniaday priffyrdd 3D • Modelu dyluniadau geotechnegol • Efelychydd draenio Profiad a dealltwriaeth o Lywodraeth Leol Medru cyfathrebu’n rhugl yn y Gymraeg

Job Description

Post Name	Assistant Engineer (Assets & Design) Maintenance
Service	Highways and Environmental
Grade	8/9
Spinal Point/s	18- 22/ 24-26
Salary	£29,269 - £31,364 / £33,024 - £34,834
Job Purpose	To support the Asset and Design Manager to ensure that services meet the needs of the service users, the community and people of Ceredigion. Under the general direction of the Asset and Design Manager and Senior Engineer(s), the post holder will assist in ensuring the effective maintenance and improvement of the Highway Asset through the procurement of external suppliers/contractors or in liaison with the Highways Maintenance Team where the internal workforce is employed. The post-holder will assist the Asset and Design Manager and Senior Engineer(s), with the performance of the individual service areas to ensure the provision of effective services, in relation to quality, efficiency and within budgetary constraints. The post holder may be required to represent the Council at meetings, both internal, externally and with outside bodies and partnerships in connection with matters relating to the Service Working as a competent and experienced Civil Engineer with a high level of individual accountability, enable the Service to successfully programme, design, procure, measure and supervise the complex and Highway Development Revenue and Capital programme. Working largely autonomously, assist the Senior Engineer(s) to deliver for a number of internal and external budget holders in a safe, timely and cost effective manner design, investigation, assessment and construction schemes. Deliver creative and innovative solutions for a diverse range of specialist Civil Engineering fields relating to the Highway Infrastructure and Built Environment requiring a flexible and knowledgeable Civil Engineer.
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Engineer (Structures/Maintenance/Improvements)
Supervisory/Managerial Responsibilities	Shared supervision of up to 2 Design Technicians and shared responsibility for 3 other Asset and Design Team Officers. Shared responsibility for the supervision of external contractors/consultants e.g surveyors, geotechnical engineers, civils contractors etc…employed on a contract basis

Accountability	To manage and organise workload to ensure that time and financial targets as set out in various programmes and/or on instruction from the Asset & Design Manager and Senior Engineers. Responsible for acting as team leader and co-ordinator on a wide range of complex and financially significant projects involving many aspects of Civil Engineering. The post holder is expected to regularly engage and deal with client officers, senior representatives of external, internal and statutory bodies, the public, local members, planning officers, NMWTRA, contractors and agents of commercial organisations. 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. The post holder will be required to work under his/her own initiative to provide imaginative, creative and effective solutions to the duties of the post working within the guidelines provided by the Design Manager. The post holder is required to comply with the Council's financial, procedural and regulatory requirements. Prepare e-proc orders, quotes and tenders for the Council and undertake checks prior to certifying payment within agreed financial limits. The Council's Policies and Procedures will give guidance but the post holder will be required to work under their own initiative to ensure the effective management of the services whilst balancing competing priorities and keeping up-to-date with operational requirements. A laptop and mobile phone will be provided to enable the post holder to undertake the duties of the post.
Contractual Terms Associated with the Post	Standard terms and conditions

Duties and Responsibilities

Generic Duties and Responsibilities include:

- 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 Senior Engineer(s)
- to maintain databases of highway, structural 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 Senior Engineer(s)
- liaise with Procurement Services to procure all works essential to maintain the condition of those assets in accordance with the relevant County Council Procurement Policy and Council standing orders
- 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
- assist the Senior Engineer(s) to provide regular written progress updates to budget holders which may be required to enable them to satisfy Welsh Government grant funding procedures and HES budget reporting and monitoring
- to ensure all the Health and Safety requirements of the Council including the Construction (Design and Management) Regulations are achieved
- there will be a requirement for some of the duties to be undertaken outside in conditions that can include heat, cold, dirt, dust, noise, vibration and exposure to inclement weather. This will include supervision of contractors on highway construction sites and administering of contracts in this respect
- to ensure that all statutory and environmental legislation and guidance is followed during the design and procurement of assigned work by engaging with the Highways Ecologist and Statutory Undertakers, Natural Resources Wales (NRW), CADW etc… as necessary
- obtain various statutory consents to enable programming of construction works to take place in accordance with the budget holder/Client requirements
- ensure the issuing/serving of notices within the stipulated timeframes given by legislation are managed effectively. These will relate to :
  - Traffic Management Act (S54, S55, S58, S70, S74)
  - Highways Act 1980
  - Town & County Planning Act
  - New Roads and Streetworks Act (NRSWA
- to assist in the preparation and delivery control in respect of various external grant awards

- liaison with the Council's Estates and Legal Services on land and legal matters associated with engineering works and contract documentation
- negotiating and engaging directly with landowners during the design process, acting with tact, persuasion and sensitivity to establish land acquisition/dedication areas and accommodation works
- preparing land plans and schedules to enable land Dedication and Title purchase to be undertaken by corporate Estates
- assess schemes to determine buildability and where necessary advise and arrange road closures and diversions to enable construction to take place safely in accordance with CDM and Chapter 8 legislation/best practice
- engage directly with Statutory Undertakers to ensure that NRSWA is followed. Ensure that any diversions necessary are surveyed, designed, procured and coordinated with construction activities
- to assist in the preparation of the CCC Draft Capital Programme (Highways Planned Maintenance) and assisting in the preparation, implementation and control of the relevant budget
- to assist in the preparation of the CCC Draft Revenue Programme (Highways Planned Maintenance) and assisting in the preparation, implementation and control of the relevant budget
- preparation of technical briefs to identify works necessary to maintain and improve the Highway Asset
- dealing with and responding to complaints received from the public in connection with highway maintenance issues/road closures
- to represent Highways Services as directed, 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 promote the work of the Service by publicity, information and presentations, utilising all forms of information technology
- to prepare specifications and research new products, materials and innovation from within the construction industry for use by the Service
- 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

To ensure that skills are focused appropriately the respective posts will be delegated to three specific areas of work. These areas of work are not, however, mutually exclusive to each other and there will be times such as completing work to deadlines or balancing workload, where duties and tasks will crossover

Post 1 – Structures

These duties are reportable to the Senior Engineer (Structures) and Asset & Design Manager with the responsibility to act as Project Manager on some schemes as directed

- prepare the production of design calculations, drawings, contract documentation, drawings, estimating and surveys on schemes with structural input including remedial earthworks, bridge maintenance/renewal, steel/concrete/timber/masonry structural building design and maintenance

- routinely assess load carrying capacities of highway structures to ascertain whether they are fit for purpose
- responsibility to manage, update and maintain the database relating to Ceredigion County Council’s Principal and General Structures annual Inspection programme
- responsibility to manage, update and maintain the database relating to Ceredigion County Council’s River/Coastal structures annual Inspection programme
- undertake and procure all necessary sub-contractors to assist with completing Ceredigion County Council’s annual Bridge/River/Coastal Structures inspection programme
- carry out condition surveys of buildings, highway & river/coastal structures and compile reports with recommendations and cost estimate for remedial works
- be available to re-prioritise work as necessary to undertake emergency inspection and assessment of defects/damage to structural assets on the highway network and river and coastal defences
- assist Creating, prioritising, maintaining and updating Highways Bridges programmes
- assisting the Senior Engineer (Structures) in analysing and responding to abnormal load movement notification
- carry out structural calculation checks for Building Control

Post 2 – Asset Maintenance

These duties are reportable to the Senior Engineer (Maintenance) and Asset & Design Manager with the responsibility to act as Project Manager on some schemes as directed

- interpretation, identification and prioritisation of schemes from road and footway condition data survey (Deflectograph, SCRIM, Scanner, MRM, DVI, CVI etc) supplied by external contractors
- interrogation of Highway Maintenance Asset Management Database (Insight) to identify defects to assets, with subsequent prioritisation and decision on the applicable remedial measures
- assist Creating, prioritising, maintaining and updating Highways Revenue programmes
- preparation of technical briefs for engineering and associated works
- analysis of recommendations received in response to Briefs, including approval or further suggestions/amendments as considered necessary
- research, investigation and input into Highways Services Policy and Procedures Documents
- preparation of technical reports relating to Asset Maintenance
- assisting the Asset and Design Manager in asset management inventory, updating and maintaining the Highway Maintenance Asset database
- assisting the Highways Maintenance (Planned) Manager in analysing and responding to abnormal load movement notification
- overseeing the Temporary Road Closures within the County

Post 3 – Improvements

These duties are reportable to the Senior Engineer (Improvements) and Asset & Design Manager with the responsibility to act as Project Manager on some schemes as directed

- prepare the production of design calculations, drawings, contract documentation, drawings, estimates and surveys on improvement schemes including drainage, cycleways/footways/carriageways and resurfacing
- be available to re-prioritise work as necessary to undertake emergency inspection and assessment of defects/damage to highway assets on the highway network and river and coastal defences
- act as Project Manager for NMWTRA schemes, ensuring timely delivery, reporting and construction
- assist Creating, prioritising, maintaining and updating Highways Capital programmes
- liaise with the Sustainable Transport Engineer to design, procure, report, estimate and deliver Local Transport grant funded schemes
- assisting the Asset and Design Manager in asset management inventory, updating and maintaining the Highway Maintenance Asset database

Job Evaluation Post Ref	JD 1365 JD 1365-02

Person Specification

<table>
<tr><th colspan="3">Essential</th></tr>
<tr><td>Academic / Professional / Technical / Vocational Qualifications</td><td colspan="2">This is a Career graded post dependent on the following qualifications and experience:

1. Minimum requirements for Grade 08;
HND/HNC Qualification in Civil Engineering or similar related topic
and
minimum 2 years demonstrable evidence of relevant successful experience in Civil Engineering Design.

2. Minimum requirements for Grade 09;
Degree Qualification in Civil Engineering or similar related topic
and/or
minimum Incorporated Membership status of ICE or similar recognised professional body (e.g. IStructE)
and
minimum 2 years demonstrable evidence of relevant successful experience in Civil Engineering Design.

Progression from Grade 08 through to Grade 09 whilst in post is dependent on successful training and qualifications.</td></tr>
<tr><td>Welsh Linguistic Skills</td><td>Listening/Speaking: Level 3
Reading: Level 2
Writing Level 2</td><td>The Welsh linguistic skills noted must be attained within two years of appointment.</td></tr>
<tr><td>English Linguistic Skills</td><td>Listening/Speaking: Level 5
Reading: Level 5
Writing Level 5</td><td>The English linguistic skills noted are required on appointment</td></tr>
<tr><td>Practical and personal skills</td><td colspan="2">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</td></tr>
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	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 2 years' experience in the inspection, design and construction in the fields of highway, structural, civil engineering and building projects including at least one of the following: • 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 plus; demonstrable extensive knowledge and experience in at least two of the following specialist disciplines: • Stormwater Drainage and the principles of Sustainable Urban Drainage Design • Coastal and River Structures • Traffic Engineering • Highway Structures • Building Structures • Contract Management • Geotechnical Engineering • Site Supervision of Civil Engineering schemes • Quantity Surveying • Accident Analysis & Investigation • Pavement Maintenance & Design

	• Highway Design • Topographical Land Surveying It is required that the post holder can show familiarity and experience with the following: • Highway Law & Legislation • Current Highway/Structural Design Standards eg. DMRB, All Wales Design Guide • Approved Codes of Practice in relation to highway/structural design • Council policies and procurement procedures • Standard forms of Contract (NEC, ICC) • Method of Measurement for Highway Works • CDM Regulations Experience in the use of technical software such as: • AutoCAD • 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) Demonstrable evidence of experience in the management and financial control of construction schemes Experience of public sector procurement. Experience of highway maintenance and civil engineering. Experience of managing, physical and human resources. Practical experience of undertaking specific tasks in public sector.
Training/education required to be undertaken for the post/worked towards	Training will be provided as identified by the Asset and Design Manager and through the Annual Appraisal process. Undertake the necessary continuous development training that is required to ensure that the latest techniques, methods, standards are used within the Asset & Design Service

Desirable	
Qualifications / Training	Enrol onto the ICE Company Approved Training Scheme working towards a minimum status of Incorporated Engineer
Practical / Personal Skills	Knowledge and experience in; • technical / engineering, • financial • asset management • procurement • e-tendering • contract law • project management • Sustainable Drainage Understanding and skills using.technical software such as: • SCALE • 3D Structural Design Modelling • 3D Highway Design Modelling • Geotechnical Design Modelling • Drainage Simulation Experience and Understanding of Local Government Ability to Communicate in Welsh.