

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Amgylchedd 3
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	Gradd 6
Pwynt/iau Cyflog	7-10
Cyflog	£24,294 - £25,545
Pwrpas y Swydd	Gyrru cerbydau nwyddau mawr (LGV) fel rhan o'r tîm gweithredol casglu gwastraff Ymgymryd â chasgliadau sbwriel a deunydd i'w ailgylchu a gweithgareddau cysylltiedig sy'n gyson â phroffil y swydd
Lleoliad	Ddepo Penrhos
Oriau Gwaith	37 awr fel a ganlyn: 8:00 – 16:00 dydd Llun tan ddydd Iau 8:00 – 15:30 dydd Gwener Goramser, gan gynnwys gyda'r nos / penwythnosau / gwyliau'r banc yn ôl y gofyn.
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Gwaith yr Amgylchedd Lleol
Cyfrifoldebau Goruchwyllo / Rheoli	Bydd deiliad y swydd yn gyfrifol am y pethau hyn: <ul style="list-style-type: none"> • O leiaf un aelod staff a neilltuir iddo/iddi dros dro • Cerbyd a chyfarpar arall y mae eu hangen i ymgymryd â'r gwaith • Cwblhau'r holl waith papur sy'n gysylltiedig â'r cerbydau a chwblhau'r tasgau
Atebolrwydd	Bydd deiliad y swydd yn gwneud y pethau hyn: <ul style="list-style-type: none"> • Fel rheol, bydd yn gweithio mewn grŵp / tîm sy'n cyflawni'r un dyletswyddau neu ddyletswyddau tebyg. O bryd i'w gilydd, bydd gofyn i ddeiliad y swydd weithio ar ei ben/phen ei hun. Rhoddir canllawiau a hyfforddiant • Bod yn gyfrifol am gerbydau a/neu beiriannau a neilltuir iddo/iddi at ddibenion cyflawni dyletswyddau'r swydd, yn unol â gofynion Uned Cynnal a Chadw Cludiant y Cyngor a'r holl ganllawiau, codau ymarfer, hyfforddiant a deddfwriaeth perthnasol • Bod yn ymwybodol o'i gyfrifoldeb/chyfrifoldeb o ran iechyd a diogelwch • Bod yn atebol am ddefnyddio offer, cerbydau a pheiriannau yn briodol, a'u cadw'n ddiogel

	<ul style="list-style-type: none"> Rhoi sylw dyladwy i gynnal ac i hybu proffil cadarnhaol yr Awdurdod
<p>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</p>	
<p>Dyletswyddau a chyfrifoldebau</p>	
<p>Mae'r rhestr a ganlyn yn enghreifftiol ac nid yw'n gyflawn:</p> <ul style="list-style-type: none"> Cyflawni archwiliadau cynnal a chadw dyddiol o'r cerbydau a'r cyfarpar Gyrru cerbydau sbwriel mawr (LGV) a gweithredu peiriannau yn ôl y gofyn Adrodd wrth yr Arweinydd Gwaith yn brydlon i gael cyfarwyddiadau ar gyfer y dydd, ac ymateb yn gadarnhaol i gyfarwyddiadau eraill drwy gydol y dydd Sicrhau bod yr amserlen waith ddyddiol yn cael ei chwblhau mewn ffordd effeithlon a diogel Llwytho sbwriel a deunyddiau i'w hailgylchu ar gerbydau yn ôl y gofyn Cyfathrebu'n dda â'r staff a neilltuir iddo/iddi dros dro, a'u goruchwylio i sicrhau eu bod yn ymgymryd â'u dyletswyddau yn unol â chodau ymarfer, canllawiau, cyngor a chyfarwyddiadau Sicrhau bod yr holl waith papur yn cael ei gwblhau a'i gyflwyno'n brydlon Sicrhau bod yr holl waith yn cael ei gyflawni yn unol â'r fframwaith deddfwriaethol gofynnol Rhoi gwybod i'r Arweinydd Gwaith am unrhyw broblemau neu faterion sy'n tarfu ar y gwasanaeth cyn gynted ag y byddant yn digwydd, a rhoi diweddariad ar ddiwedd y dydd Hybu a chefnogi perfformiad y gwasanaeth. Bydd hyn yn cynnwys ymateb i ymholiadau gan randdeiliaid, gan gynnwys y cyhoedd, mewn ffordd gwrtais a phroffesiynol Awgrymu ffyrdd o wella'r gwasanaeth i'r tîm rheoli yn unol â phroffil a gradd y swydd Mynd i sgysiau briffio, a chyfrannu atynt Ymhlith y gweithgareddau corfforol y bydd angen eu cyflawni bydd gyrru, codi, gwthio, tynnu, sgubo, estyn a phlygu. Bydd hefyd angen gallu gweithio tu allan ym mhob tywydd ac mewn amodau annymunol Gall fod gofyn cynorthwyo â gwaith y gwasanaeth ehangach yn unol â phroffil a gradd y swydd (e.e. Cynnal a Chadw yn y Gaeaf, Ymateb i Ddigwyddiadau) 	
<p>Cyfeirnod at Ddibenion Gwerthuso Swyddi</p>	<p>JD1260</p>

Manyleb Person

Gofynnol					
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<p>Addysg hyd at NVQ Lefel 3 neu gymhwyster cyfatebol; neu o leiaf ddwy flynedd o brofiad perthnasol y gellir ei ddangos mewn swydd debyg</p> <p>Trwydded yrru lawn y Deyrnas Unedig ar gyfer cerbydau nwyddau mawr (LGV)</p>				
Sgiliau Ieithyddol Cymraeg	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Gwrando/Siarad: Lefel 1</td> <td rowspan="3" style="width: 50%; vertical-align: top;">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad</td> </tr> <tr> <td>Darllen: Lefel 1</td> </tr> <tr> <td>Ysgrifennu: Lefel 1</td> </tr> </table>	Gwrando/Siarad: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	Darllen: Lefel 1	Ysgrifennu: Lefel 1
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Sgiliau Ieithyddol Saesneg	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Gwrando/Siarad: Lefel 3</td> <td rowspan="3" style="width: 50%; vertical-align: top;">Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad</td> </tr> <tr> <td>Darllen: Lefel 3</td> </tr> <tr> <td>Ysgrifennu: Lefel 3</td> </tr> </table>	Gwrando/Siarad: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad	Darllen: Lefel 3	Ysgrifennu: Lefel 3
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Darllen: Lefel 3					
Ysgrifennu: Lefel 3					
Sgiliau Ymarferol / Personol	<p>Addysg hyd at NVQ Lefel 3 neu gymhwyster cyfatebol; neu o leiaf ddwy flynedd o brofiad perthnasol y gellir ei ddangos mewn swydd debyg</p> <p>Trwydded yrru lawn y Deyrnas Unedig ar gyfer cerbydau nwyddau mawr (LGV)</p>				
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad o yrru cerbydau mawr Profiad o waith corfforol / gwaith llaw Profiad o weithio mewn tîm Profiad o weithio ar ei ben/phen ei hun 				
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd gofyn i ddeiliad y swydd ymgymryd ag unrhyw hyfforddiant perthnasol a bennir				

Dymunol	
Cymwysterau / Hyfforddiant	Brwdfrydedd dros wella'r amgylchedd lleol, a phenderfyniad i wneud hynny
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Environmental Operative 3
Service	Highways and Environmental
Grade	6
Spinal Point/s	7-10
Salary	£24,294 - £25,545
Job Purpose	<p>To drive Large Goods Vehicles (LGV) as part of the operational waste collection team</p> <p>To undertake refuse and recycling collections and associated activities consistent with the profile of the post</p>
Location	Penrhos Depot
Hours of Work	Mon – Thurs 08:00am -16:00pm, Friday 08:00am – 15:30pm
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Works Leader
Supervisory/Managerial Responsibilities	<p>The post holder will be responsible for:</p> <ul style="list-style-type: none"> • At least one temporarily assigned member of staff • A vehicle and other equipment required to undertake the work • Completion all required paperwork relating to the vehicles and the completion of tasks.
Accountability	<p>The post holder will:</p> <ul style="list-style-type: none"> • Normally work within a group / team environment carrying out the same or similar duties. From time to time the post holder will be required to work on their own. Guidance and training will be given • Be responsible for vehicles and/or plant assigned to them for the purposes of carrying out their duties, in accordance with the requirements of the Council's Transport maintenance Unit, all relevant guidance, codes of practice, training and legislation • Need to be aware of their responsibility towards Health and Safety • Be accountable for the proper use and safe keeping of items of plant, vehicles and machinery. • Give due regards to maintaining and promoting a positive profile for the Authority
Contractual Terms Associated with the Post	

Duties and Responsibilities

The following is illustrative and not exhaustive:

- Carrying out daily maintenance checks of vehicles and equipment
- Driving of refuse vehicles (LGV) and operating plant as required
- Reporting to the Works Leader on time in order to receive instructions for the day, and respond positively to additional instructions throughout the day
- Ensuring the daily schedule of work is undertaken in an efficient and safe way
- Loading of refuse and recycling materials onto vehicles as required
- Maintaining good communications and supervising temporarily assigned staff to ensure that they undertake duties in full compliance with codes of practice, guidance, advice and instructions
- Ensuring that all paperwork is completed and handed in on time
- Ensuring that all works are delivered within the required legislative framework
- Reporting any issues or service disruptions to the Works Leader as soon as they occur and providing an update at the end of the day
- Promoting and supporting the performance of the service, which will include responding to enquiries from stakeholders including the general public, in a courteous and professional manner
- Raising suggestions for service improvements with the management team in keeping with the profile and grade of the post
- Attending and contributing to tool box talks
- The physical activities required include driving, lifting, pushing, pulling, sweeping, stretching and bending and being able to work outside in all weathers and in unpleasant conditions.
- May be required to assist with works in the wider service in keeping with the profile and grade of the post (eg Winter Maintenance, Event Response).

Job Evaluation Post Ref

JD 1260

Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	<p>Be educated to NVQ level 3 or equivalent, or be able to demonstrate at least 2 years relevant experience in a similar role</p> <p>Holder of the full UK LGV driving license</p>							
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="width: 20%;">Level 1</td> <td rowspan="3" style="width: 20%;">The Welsh linguistic skills noted: must be attained within two years of appointment.</td> </tr> <tr> <td>Reading:</td> <td>Level 1</td> </tr> <tr> <td>Writing</td> <td>Level 1</td> </tr> </table>	Listening/Speaking:	Level 1	The Welsh linguistic skills noted: must be attained within two years of appointment.	Reading:	Level 1	Writing	Level 1
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English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="width: 20%;">Level 3</td> <td rowspan="3" style="width: 20%;">The English linguistic skills noted must be attained within two years of appointment.</td> </tr> <tr> <td>Reading:</td> <td>Level 3</td> </tr> <tr> <td>Writing</td> <td>Level 3</td> </tr> </table>	Listening/Speaking:	Level 3	The English linguistic skills noted must be attained within two years of appointment.	Reading:	Level 3	Writing	Level 3
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Reading:	Level 3							
Writing	Level 3							
Practical and personal skills	<p>The post holder must:</p> <ul style="list-style-type: none"> Have a good knowledge of the local area Be willing to work outside in all weather conditions and in unpleasant conditions Be physically fit and possess high standards of cleanliness Be enthusiastic about the nature of the work Be conscientious and capable of working on their own as well as being an excellent team worker Adhere and comply with protocols and procedures Be a good communicator Have a flexible attitude 							
Required Experience	<ul style="list-style-type: none"> Experience of driving large vehicles Experience of physical / manual work. Experience of working in a team environment. Experience of lone working. 							
Training/education required to be undertaken for the post/worked towards	The post holder will be required to undertake relevant training as identified							

Desirable	
Qualifications / Training	Enthusiasm and drive for improving the local environment
Practical / Personal Skills	