

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Amgylchedd 1 (Casglu Gwastraff)
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	Gradd 3
Pwynt/iau Cyflog	3
Cyflog	£22,737
Pwrpas y Swydd	<p>Bod yn rhan o dimau gweithredol gwasanaethau sy'n cynnwys y rhai a ganlyn:</p> <ul style="list-style-type: none"> • Casglu Gwastraff • Glanhau Strydoedd • Cynnal a Chadw Tiroedd
Lleoliad	Depo Penrhos
Oriau Gwaith	<p>37 awr fel a ganlyn:</p> <ul style="list-style-type: none"> • 08:00 – 16:00 Gwener – Llun • 08:00 – 15:30 Dydd Mawrth • Goramser gan gynnwys gyda'r hwyr, ar benwythnosau a Gwyliau Banc fel y bo'n ofynnol.
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Gwaith
Cyfrifoldebau Goruchwylio / Rheoli	Ddim
Atebolrwydd	<p>Bydd deiliad y swydd yn gwneud y pethau hyn:</p> <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 ymwybodol o'i gyfrifoldeb/chyfrifoldeb o ran iechyd a diogelwch • Bod yn atebol am ddefnyddio offer, cerbydau a pheiriannau bach yn briodol, a'u cadw'n ddiogel <p>Rhoi sylw dyladwy i gynnal ac i hybu proffil cadarnhaol yr Awdurdod</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Goramser, gan gynnwys gyda'r nos / penwythnosau / gwyliau'r banc yn ôl y gofyn.

Dyletswyddau a chyfrifoldebau

Mae'r rhestr a ganlyn yn enghreifftiol ac nid yw'n gyflawn:

- 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
- Llwytho sbwriel a deunyddiau i'w hailgylchu ar gerbydau yn ôl y gofyn
- Glanhau strydoedd / traethau, gan gynnwys codi sbwriel, sgubo a hofio, gan ddefnyddio offer, cerbydau a pheiriannau bach lle bo angen, a gwagio biniau sbwriel yn ôl y gofyn
- Ymgymryd â gwaith lladd gwair a gwaith arall i gynnal a chadw tiroedd (e.e. plannu, dyfrhau, chwynnu, palu) yn ôl y gofyn
- Gall fod angen gyrru cerbydau a gweithio peiriannau
- Sicrhau bod yr holl waith papur yn cael ei gwblhau a'i gyflwyno'n brydlon
- Hybu a chefnogi perfformiad y gwasanaeth. Bydd hyn yn cynnwys ymateb i ymholiadau gan randdeiliaid, gan gynnwys y cyhoedd, mewn ffordd gwrtais a phroffesiynol, yn unol â phroffil a gradd y swydd
- 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 sefyll a cherdded am gyfnodau hir, codi, gwthio, tynnu, sgubo, strimio, 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)

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Trwydded yrru lawn y Deyrnas Unedig Llythrennedd a rhifedd sylfaenol
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1 Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2 Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	Rhaid i ddeiliad y swydd feddu ar y sgiliau hyn: <ul style="list-style-type: none"> Gwybodaeth dda am yr ardal Parodrwydd i weithio tu allan ym mhob tywydd ac mewn amodau annymunol Ffitrwydd corfforol a safonau glendid uchel Brwdfrydedd o ran natur y gwaith Bod yn gydwybodol a gallu gweithio ar ei ben/phen ei hun, yn ogystal â bod yn weithiwr tîm rhagorol Gallu dilyn protocolau a gweithdrefnau, a chydymffurfio â nhw Agwedd hyblyg
Profiad Hanfodol	<ul style="list-style-type: none"> 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	Dim
Sgiliau Ymarferol / Personol	Trwydded yrru'r Deyrnas Unedig ar gyfer cerbydau canolig neu fawr (categori C1 neu C) Profiad o ddefnyddio offer, cerbydau a pheiriannau bach Brwdfrydedd dros wella'r amgylchedd lleol, a phenderfyniad i wneud hynny

Job Description

Post Name	Environmental Operative 1 (Waste Collection)
Service	Highways and Environmental
Grade	Grade 3
Spinal Point/s	3
Salary	£22,737
Job Purpose	<p>Part of the operational teams in services including the following:</p> <ul style="list-style-type: none"> • Waste Collection • Street Cleaning • Grounds Maintenance
Location	Penrhos Depot
Hours of Work	<p>37 hours as follows:</p> <ul style="list-style-type: none"> • 08:00 – 16:00hrs Friday to Monday • 08:00 – 15:30hrs Tuesday • Overtime to include Evenings / Weekends / Bank Holidays as required.
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Local Environment Works Leader
Supervisory/Managerial Responsibilities	None
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. • Need to be aware of their responsibility towards Health and Safety. • Be accountable for the proper use and safe keeping of smaller items of plant, vehicles and machinery. <p>Give due regards to maintaining and promoting a positive profile for the Authority</p>
Contractual Terms Associated with the Post	<ul style="list-style-type: none"> • Overtime to include Evenings / Weekends / Bank Holidays as required.

Duties and Responsibilities

The following is illustrative and not exhaustive:

- Reporting to the Works Leader on time in order to receive instructions for the day and respond positively to additional instructions throughout the day.
- Loading of refuse and recycling materials onto vehicles as required.
- Street / beach cleaning to include litter picking, sweeping, hoeing which may include the use of smaller items of plant, vehicles and machinery and emptying litter bins as required.
- Undertaking grass cutting and other grounds maintenance activities (eg. planting, watering, weeding, digging) as required.
- Duties may include driving of vehicles and operating plant.
- Ensuring that all paperwork is completed and handed in on time.
- 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, in keeping with the profile and grade of the post.
- 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 prolonged standing and walking, lifting, pushing, pulling, sweeping, strimming, stretching, 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 991-02

Person Specification

Essential					
Academic / Professional / Technical / Vocational Qualifications	Full UK driving license Have a basic level of literacy and numeracy				
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking: Level 1</td> <td rowspan="3" style="width: 40%; vertical-align: top;">The Welsh linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading: Level 1</td> </tr> <tr> <td>Writing 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
Listening/Speaking: Level 1	The Welsh linguistic skills noted must be attained within two years of appointment				
Reading: Level 1					
Writing Level 1					
English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking: Level 3</td> <td rowspan="3" style="width: 40%; vertical-align: top;">The English linguistic skills noted are required on appointment</td> </tr> <tr> <td>Reading: Level 2</td> </tr> <tr> <td>Writing Level 2</td> </tr> </table>	Listening/Speaking: Level 3	The English linguistic skills noted are required on appointment	Reading: Level 2	Writing Level 2
Listening/Speaking: Level 3	The English linguistic skills noted are required on appointment				
Reading: Level 2					
Writing Level 2					
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 Have a flexible attitude 				
Required Experience	<ul style="list-style-type: none"> 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	None
Practical / Personal Skills	<p>UK driving license for medium or large vehicles (category C1 or C)</p> <p>Experience in the use of small items of plant, vehicles and machinery</p> <p>Enthusiasm and drive for improving the local environment</p>