

Disgrifiad Swydd

Teitl y swydd	Technegydd Gwaith Stryd
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 1732
Maes gwasanaeth	Gwasanaethau Priffyrdd - Priffyrdd a Gwasanaethau Amgylcheddol
Graddfa SCP a chyflog (yn amodol ar Werthuso Swyddi)	Gradd 6 SCP 7-10 £24,294 - £25,545
Diben y swydd	<p>O dan gyfarwyddyd cyffredinol y Rheolwr Prosiectau a'r Arweinydd Tîm – Gwaith Stryd, bydd gofyn i ddeiliad y swydd gynorthwyo i weinyddu Deddf Ffyrdd Newydd a Gwaith Stryd 1991 (Deddf 1991) fel y'i diwygiwyd gan Ddeddf Rheoli Traffig 2004 (Deddf 2004), gan gynnwys:</p> <ul style="list-style-type: none"> • Monitro'r hysbysiadau a geir yn y system rheoli gwaith stryd, pennu gwallau neu hepgoriadau a sicrhau eu bod yn cael eu cywiro, gan fewnbynnu gwybodaeth â llaw pan fo angen • Hwyluso trwyddedau at ddibenion gwaith stryd a phriffyrdd • Cofnodi unrhyw gwynion sy'n dod i law gan y cyhoedd, ymgymerydd statudol, cynghorau cymuned a rhanddeiliaid perthnasol eraill, a rhoi gwybod amdanynt • Lleoli, coladu a chofnodi Data Stryd Ychwanegol ar gyfer y <i>National Street Gazetteer</i> yn ôl yr angen • Cynorthwyo'r Tîm Prosiectau ehangach â'i ddyletswyddau cyffredinol, a'i gynorthwyo i gynllunio, i ddatblygu ac i gyflawni ei amcanion
Lleoliad	Depo Glanrafon neu Ddepo Penrhos Depot. Gall fod angen gweithio o leoliadau eraill hefyd e.e. cyfarfodydd ac ati.
Oriau gwaith	37 awr yr wythnos
Math o contract	Llawn amser
Hyd y contract	Parhaol
Teitl swydd y Rheolwr Llinell uniongyrchol	Arweinydd Tîm – Gwaith Stryd
Cyfrifoldebau goruchwyllo / rheoli – os ydyw'n berthnasol	Dim
Dyletswyddau a chyfrifoldebau	Isod, ceir rhestr o'r dyletswyddau, y tasgau a'r cyfrifoldebau sy'n gysylltiedig â darparu'r gwasanaeth yn effeithlon. Nid yw'r rhestr yn gyflawn, a bydd disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill y tybir eu bod o fewn cwmpas a graddfa'r swydd.

1. Asesu ac adolygu hysbysiadau gwaith sy'n dod i law drwy'r system Trosglwyddo Hysbysiadau'n Electronig (EToN) a ddefnyddir gan ymgwymerwyr a'u contractwyr, a hynny er mwyn cynorthwyo cydweithwyr a rhoi gwybodaeth iddynt yn ôl y gofyn.
2. Cynorthwyo i gyflawni prosesau a swyddogaethau'r systemau busnes a gwasanaeth cwsmeriaid y bwriedir iddynt ddarparu gwasanaeth o ansawdd uchel i gwsmeriaid a bodloni gofynion Deddf 1991 a Deddf 2004. Bydd hyn yn cynnwys:
 - a. Gweinyddu ceisiadau i gael trwyddedau stryd o ran Deddf 1991 a Deddf 2004 i sicrhau bod gwaith stryd yn cael ei gydgysylltu'n llwyddiannus.
 - b. Ysgwyddo'r brif rôl dros fonitro cyfarpar diffygiol o dan Adran 81 a rhoi gwybod i gwmnïau'r cyfleustodau amdanynt, gan gadw cofnodion cywir a rhoi gwybod am statws y gwaith
 - c. Delio â'r gwaith o weinyddu'r holl geisiadau i gael trwyddedau, ac ymgysylltu â chwsmeriaid yn eu cylch, gan gynnwys ceisiadau sy'n ymwneud â sgipiau, sgaffaldau a byrddau hysbysebu, a mynd ati i bennu unrhyw achosion lle y gall fod angen trwydded.
 - d. Cynorthwyo i baratoi'r wybodaeth ddiweddaraf ar gyfer adroddiadau priffyrdd, y ganolfan gyswllt a thudalennau gwe yn ôl y gofyn i sicrhau bod y gwasanaeth a ddarperir i gwsmeriaid yn gwella.
 - e. Cynorthwyo i ymateb i ymholiadau o dan y Ddeddf Rhyddid Gwybodaeth i sicrhau bod pob cais yn cael ei gofnodi a'i drin a'i drafod yn unol â'r amserlen ofynnol.
 - f. Cyflawni gwaith cefnogi cyffredinol yn ôl yr angen i sicrhau bod y Tîm Prosiectau yn gweithredu'n effeithlon.
3. O dan gyfarwyddyd yr Arweinydd Tîm – Gwaith Stryd, monitro gweithgareddau cydymffurfio/cydgysylltu ac anfon gwybodaeth am ddiffygion ac achosion o ddiffyg cydymffurfio â Deddf 1991 at gwmnïau'r cyfleustodau a'u contractwyr i sicrhau bod targedau a gwelliannau o ran perfformiad yn cael eu cyflawni. Bydd hyn yn cynnwys:
 - a. Rhestru diffygion sy'n weddill o ran y cyfleustodau, rhoi gwybod i'r Swyddogion Gwaith Stryd pan fydd angen cynnal ailaryolygiadau, llunio anfonebau drafft a chytuno arnynt, anfon anfonebau terfynol, ac adrodd am eu statws

- b. Gweinyddu a rhoi Hysbysiadau Cosb Benodedig a chyfarwyddiadau i gwmnïau'r cyfleustodau
 - c. Cynorthwyo i adennill ffioedd, taliadau a chostau
 - d. Crynhoi ystadegau perfformiad a rhoi adroddiadau i'r Awdurdod Priffyrdd ac i gynrychiolwyr y cyfleustodau.
4. Rheoli a helpu i ddatrys cwynion gan gwsmeriaid dros y ffôn ac wyneb yn wyneb, gan gyflwyno safbwynt yr Awdurdod a rhoi gwybodaeth, rhesymau a chyngor clir.
5. Cyd-drafod â'r Swyddogion Corfforaethol, Swyddogion y Gwasanaeth a'r tîm Systemau i leoli, coladu, cofnodi a/neu fformatio setiau data sy'n gysylltiedig â Data Strydoedd Ychwanegol (*National Street Gazetteer*) yn unol â gofynion *Geoplace*
6. Diweddarau'r amserlenni a'r cynlluniau sy'n angenrheidiol ar gyfer categorïau ffyrdd y cytunwyd arnynt, strydoedd a warchodir, llwybrau sensitif o ran traffig, a safleoedd neilltuol o anodd o safbwynt peirianyddol, yn unol â chyfarwyddyd yr Arweinydd Tîm - Gwaith Stryd.
7. Meithrin cysylltiadau â'r grwpiau a ganlyn fel y bo'n briodol:
 - a. Cwmnïau'r cyfleustodau, eu contractwyr ac unrhyw sefydliad arall sy'n ymgymryd â gwaith ar briffordd gyhoeddus
 - b. Swyddogion Cyngor Sir Ceredigion ym mhob rhan o'r Awdurdod, yn enwedig yn yr adran Priffyrdd a Gwasanaethau Amgylcheddol
 - c. Heddlu Dyfed Powys a'r gwasanaethau brys
 - d. Cwsmeriaid
 - e. Cyrff allanol priodol eraill neu swyddogaethau eraill o fewn y Cyngor
8. Mynd ati i ymgysylltu â'r rheini sy'n gwneud ceisiadau cynllunio i roi cyngor iddynt am ystod a natur y trwyddedau priffyrdd a gwaith stryd y bydd eu hangen arnynt ar gyfer eu datblygiadau arfaethedig.
9. Cynorthwyo i hyfforddi'r Arolygwyr Gwaith Stryd i ddefnyddio'r system rheoli gwaith stryd, a'u cynorthwyo i wneud hynny o ddydd i ddydd
10. Sicrhau bod yr holl weithgareddau yr ymgwymerir â nhw yn rhoi sylw dyledus i'r holl ddeddfwriaeth a gofynion iechyd a diogelwch. Mae hyn yn cynnwys cynnal asesiadau risg, a sicrhau bod yr holl ofynion o ran cyfarpar diogelu personol yn cael eu bodloni yn ôl y gofyn.

	<p>Cyffredinol</p> <ul style="list-style-type: none"> • Bod yn frwdfrydig, ysgwyddo perchnogaeth dros ddarparu'r gwasanaeth gorau posibl i gwsmeriaid, a chyfrannu'n gadarnhaol ato • Helpu i greu datrysiadau i fynd i'r afael â phroblemau sy'n gysylltiedig â'r gwasanaeth • Ymgymryd ag unrhyw hyfforddiant priodol a bennir, a'i gwblhau'n llwyddiannus • Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â gradd y swydd.
<p>Atebolrwydd</p>	<p>Bydd gofyn i ddeiliad y swydd gydymffurfio â'r holl ddeddfwriaeth berthnasol a pholisïau a gweithdrefnau'r Cyngor, ond bydd gofyn iddo/iddi weithio o'i ben/phen a'i bastwn/phastwn ei hun i sicrhau bod y gwasanaeth yn cael ei gynnal yn effeithlon, gan gadw'r ddysgl yn wastad rhwng blaenoriaethau sy'n cystadlu a chadw llygad ar y gofynion gweithredol diweddaraf.</p> <p>Bydd deiliad y swydd yn gyfrifol am liniadur.</p> <p>Bydd angen i ddeiliad y swydd fod yn ymwybodol o'i gyfrifoldeb/chyfrifoldeb o ran iechyd a diogelwch.</p>

Manyleb Person

<p>Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd</p>	<p>5 TGAU Gradd C neu uwch – gan gynnwys Saesneg a Mathemateg</p> <p>neu O leiaf 2 flynedd o brofiad yn y Gwasanaethau Priffyrdd</p>			
<p>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd</p> <p>(Gweler y canllawiau iaith a'r ceri net)</p>	<p>Gweler y tabl isod.</p> <p>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg cyn pen dwy flynedd ar ôl ei benodi/phenodi os nad ydyw eisoes yn siarad Cymraeg.</p>			
	Gwrandod/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	4	4	4	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	3	2	2	Hanfodol*
<p>Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Gwybodaeth dda am Ddeddf Ffyrdd Newydd a Gwaith Stryd 1991 a Chodau Ymarfer, ymwybyddiaeth o Ddeddf Rheoli Traffig 2004, neu • Wybodaeth dda am arferion cynnal a chadw priffyrdd • Yn dda am roi sylw i fanylion ac yn gywir iawn yn eich gwaith. • Gwybodaeth am agweddau gweithredol ar y meysydd gwasanaeth a amlinellir yn y Disgrifiad Swydd, a phrofiad ohonynt • Sgiliau TGCh da, gan gynnwys Word, Excel (neu raglenni cyfatebol) a pheynnau TGCh eraill • Sgiliau rhyngpersonol, cyflwyno a chyfathrebu rhagorol. • Gallu gweithio'n effeithiol fel rhan o dîm a chydweithio ag eraill. • Gallu dangos cyfrinachedd, pwyll a sensitifrwydd. • Gallu darparu adroddiadau effeithiol yn ysgrifenedig ac ar lafar. • Unigolyn hyblyg â hunangymhelliad sy'n barod i gymryd rhan. • Gwybodaeth am weithdrefnau a pholisïau llywodraeth leol • Dealltwriaeth o werthoedd Cyngor Sir Ceredigion, gan gynnwys cydraddoldeb ac amrywiaeth, ac ymrwymiad iddynt 			

<p>Profiad sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Ymdrin â'r cyhoedd (<i>Dymunol</i>) • Gweithio mewn swyddfa (<i>Dymunol</i>) • Gweithio ym maes llywodraeth leol (<i>Dymunol</i>) • Dealltwriaeth o'r cyfrifoldebau a'r goblygiadau o ran iechyd a diogelwch (<i>Dymunol</i>)
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<p>Darperir yr hyfforddiant a bennir gan yr Arweinydd Gwaith – Gwaith Stryd a thrwy'r broses arfarnu flynyddol.</p> <p>Bydd gofyn i ddeiliad y swydd ymgymryd â'r hyfforddiant angenrheidiol i sicrhau ei fod/bod yn parhau i feddu ar wybodaeth gyfredol ac arbenigol am Ddeddf Ffyrdd Newydd a Gwaith Stryd 1991.</p> <p>Bydd gofyn i ddeiliad y swydd gyflawni'r holl hyfforddiant corfforaethol gorfodol.</p>
<p>Sgiliau/cymwysterau dymunol</p>	<ul style="list-style-type: none"> • Gwybodaeth a sgiliau o ran meddalwedd arbenigol ar gyfer mapio GIS a chadw cofnodion • Gwybodaeth am y <i>National Street Gazetteer</i> a'r gofynion o ran Data Strydoedd Ychwanegol

Job Description

Post Name	Streetworks Technician
Job Evaluation Post No	JD 1732
Service Area	Highways Services - HES
Grade SCP and salary	Grade 6 £24,294 - £25,545
Job Purpose	<p>Under the general direction of the Projects Manager and Team Leader- Streetworks, the post holder will be required to assist in the administration of the New Roads and Street Works Act 1991 (NRSWA), as amended by the Traffic Management Act 2004 (TMA), to include:</p> <ul style="list-style-type: none"> • Monitoring notices on the Streetworks management system, identifying errors or omissions and securing corrections, making manual inputs when necessary. • Facilitating licensing for Streetworks and highway purposes • Recording and reporting any complaints received from the public, statutory undertakers, community councils and other relevant stakeholders. • Locating, collating and recording NSG Additional Street Data as required • Supporting the wider Projects Team in its general duties and the planning, development and achievement of its objectives
Location	Based at either Glanyrafon or Penrhos Depot. Working from other locations may be required to be undertaken e.g., meetings etc.
Hours of Work	37 hours per week
Type of Contract	Full time
Length of Contract	Permanent
Immediate Line Managers job title	Team Leader- Streetworks
Supervisory/Managerial responsibilities – if applicable	None
Duties and responsibilities	<p>The below is a list of duties, tasks and responsibilities that are related to the efficient delivery of the service. It is not exhaustive, and the post holder is expected to undertake other duties that are considered within the scope and scale of the post.</p> <ol style="list-style-type: none"> 1. Assess and review works notices received through the Electronic Transmission of Notices (EToN) system used by undertakers and their contractors to be able to support and provide information to colleagues as required.

2. Assist in the delivery of business and customer service systems, processes and functions that are directed towards delivering a high-quality service for customers and achieve legislative requirements including NRSWA & TMA. This will include:
 - a. Administrating street licence requests in respect to NRSWA and TMA to ensure successful street works coordination.
 - b. Taking the lead role in Section 81 faulty apparatus reporting and monitoring to utility companies, maintaining appropriate records and reporting status.
 - c. Dealing with the administration and customer engagement surrounding all licence requests including skips, scaffold and hoardings, and being pro-active in the identification of the potential requirement for licencing.
 - d. Assisting in the production of updated information for highway reports, the contact centre and web pages as required to ensure improving customer service.
 - e. Assisting with responses to Freedom of Information Act enquiries to ensure all requests are recorded and dealt with within the required timescales.
 - f. Carrying out general support work as required to ensure the general efficiency of the Projects Team

3. Under the direction of the Team Leader- Streetworks, monitor compliance/coordination activities, collating and issuing of NRSWA defect and non- compliance information to utility companies and their contractors, to ensure targets and performance improvements are met. Including:
 - a. Listing of outstanding utility defects, advising Streetworks Officers of when re inspections are required, raising and agreeing draft invoices and final invoicing, reporting status.
 - b. The administration and issue of Fixed Penalty Notices and directions to utilities
 - c. Supporting the recovery of fees, charges and costs
 - d. Compiling performance statistics and reporting to highway authority and utility representatives.

4. Manage and help to resolve customer complaints by phone and in person, presenting the Authority's position and providing clear information, reasoning and advice.

	<ol style="list-style-type: none"> 5. Liaise with Corporate Officers, Service Officers and the Systems team to locate, collate, record and/or format data sets relating to (National Street Gazetteer) Additional Street Data as required by <i>Geoplace</i> 6. Update schedules and plans necessary for agreed road categories, protected streets, traffic sensitive routes and sites of special engineering difficulty as directed by the Team Leader-Streetworks. 7. Relate to and build relationships with as appropriate: <ol style="list-style-type: none"> a. Utility companies, their contractors and any other organisation carrying out works on the public highway. b. CCC Officers across the Authority, particularly within Highways and Environmental Services c. Dyfed Powys Police and the Emergency Services d. Customers e. Other appropriate outside bodies or functions within the Council 8. Proactively engage with planning applicants to advise on the range and nature of Streetworks and Highways Licence required for the proposed development. 9. Assist in the training of, and provide day-to-day support to, Streetworks Inspectors in their use of the Streetworks management system 10. Ensure that all activities are undertaken giving due consideration to all Health and Safety legislation and requirements. This includes undertaking risk assessments, and ensuring all issues relating to Personal Protective Equipment are adhered to as necessary. <p>General</p> <ul style="list-style-type: none"> • Be enthusiastic, take ownership and positively contribute to the delivery of the best possible service to customers. • Help create solutions to address service-related issues. • Undertake and successfully complete any identified appropriate training. • Undertake any other duties commensurate with the grade of the position.
Accountability	The post holder will be required to comply with all relevant legislation and the Council's policies and procedures but will be required to work on their own initiative to ensure efficient

	<p>running of the service whilst balancing competing priorities and maintaining up-to-date knowledge of operational requirements.</p>
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The post-holder will be responsible for a laptop computer.

The post holder will need to be aware of their responsibility towards Health and Safety.

Person Specification

<p>The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post</p>	<p>Five GCSEs at Grade C or above – including English and Mathematics or Minimum 2 years' experience in Highways Services</p>			
<p>Linguistic skills level required for the post</p> <p>(Please refer to guidance on certification)</p>	<p>See table below.</p> <p>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</p>			
	Listening/ Speaking	Reading	Writing	
<p>English (ALTE Framework Levels)</p>	4	4	4	Essential
<p>Welsh (ALTE Framework Levels)</p>	3	2	2	Essential*
<p>Practical/personal skills required for the post</p>	<ul style="list-style-type: none"> Good knowledge of the NRSWA and Codes of Practice, awareness of the Traffic Management Act (TMA) or Good knowledge of highway maintenance practice Good attention to detail and a high level of accuracy Knowledge and experience of operational aspects of the identified service areas as outlined in the Job Description Good ICT skills including Word, Excel (or equivalent) and other ICT packages Good interpersonal, presentational and communication skills. Ability to work effectively as part of a team and collaborate with others. Ability to demonstrate confidentiality, tact and sensitivity. Ability to provide effective reports, both written and orally. Self-Motivated, flexible and participative. Knowledge of Local Government Procedures and policy Understanding and commitment to Ceredigion County Council's values including equality and diversity 			

Experience required for the post	<ul style="list-style-type: none"> • Dealing with the public (<i>Desirable</i>) • Working in an office environment (<i>Desirable</i>) • Working within Local government (<i>Desirable</i>) • Understanding of Health and Safety responsibilities and implications. (<i>Desirable</i>)
Training/education required to be undertaken for the post/worked towards	<p>Training will be provided as identified by the Team Leader Streetworks and through the Annual Appraisal process.</p> <p>The post holder will be required to undertake the necessary training required to ensure that a good current knowledge of NRSWA is maintained,</p> <p>The post holder will be required to undertake all mandatory corporate training.</p>
Desirable Skills/Qualifications	<ul style="list-style-type: none"> • Knowledge and skills in specialist software for gis mapping and record keeping • Knowledge of NSG and Additional Street Data requirements