

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cynnal a Chadw Adeiladau - Gwasanaethau Trydanol
Rhif Gwerthuso'r Swydd	JD 1798-01
Gwasanaeth	Economi ac Adfywio
Pwynt/iau Cyflog	Gradd 10 28-30 pwynt ar y golofn gyflog
Pwrpas y Swydd	Bydd angen i Ddeiliad y Swydd ddangos gwybodaeth a phrofiad o osodiadau trydanol mewn eiddo masnachol. Bydd deiliad y swydd yn gyfrifol am ac yn rheoli'r canlynol: materion o ran cydymffurfedd sy'n gysylltiedig â Gwasanaethau Mecanyddol a gosodiadau sy'n gysylltiedig ag adeiladau ac asedau'r Cyngor; ymgynghoriadau a chynllunio ar gyfer gwaith cyfalaf trydanol yn y dyfodol a mewnbwn i'r rhaglen lleihau carbon a chanllawiau ar fuddsoddi er mwyn arbed ac effeithlonrwydd ynni.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37
Math o Gytundeb	Llawn amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Prif Swyddog Cynnal a Chadw Adeiladau – Gwasanaethau Trydanol (PBMO-ES)
Cyfrifoldebau Goruchwylio / Rheoli – Os yw'n berthnasol	Bydd gofyn i ddeiliad y swydd oruchwylio contractwyr a gweithredwyr yn ôl yr angen.
Dyletswyddau a chyfrifoldebau	Er y bydd dyletswyddau a chyfrifoldebau penodol y Swyddog Cynnal a Chadw Adeiladau – Gwasanaethau Trydanol yn amrywio, bydd y swydd yn cynnwys y gweithgareddau/cyfrifoldebau canlynol i raddau amrywiol: Mae 40% o ddyletswyddau deiliad y swydd yn cynnwys: Rheoli, caffael, cynnal a darparu gwybodaeth o ran cydymffurfedd sy'n ymwneud â'r holl offer trydanol sy'n gysylltiedig ag eiddo a Reolir gan y Cyngor. Mae'r rhain yn ymwneud â swyddogaethau statudol ac anstatudol yn unol â gofynion cyfreithiol a pholisi a gweithdrefnau'r Cyngor ac yn cynnwys: 1. Cynnal profion PAT 2. Cydymffurfio â rheoliadau asbestos (Ar y cyd â'r Prif Swyddog Cynnal a Chadw Adeiladau – Trydanol) 3. Systemau aerdymheru, oeryddion ac ati (Ar y cyd â'r Prif Swyddog Cynnal a Chadw Adeiladau – Trydanol) 4. Gosod paneli solar ffotofoltaig

5. Paneli solar
6. Generaduron brys
7. Gosod lifftiau (Ar y cyd â'r Prif Swyddog Cynnal a Chadw Adeiladau - Trydanol)
8. Systemau Larwm Tân (a systemau llethu tân)
9. Systemau goleuadau argyfwng
10. Systemau Larymau Tresmaswyr
11. Gosod Camerâu CCTV
12. Dylunio trydanol ar gyfer uwchraddio eiddo corfforaethol
13. Systemau mynediad drysau awtomatig
14. Offer Diffodd Tân ac arwyddion
15. Rhodenni mellt

25% o ddyletswyddau Deiliad y Swydd:

Gweithredu ar adroddiadau a dderbynnir yn dilyn gwasanaethu a'r archwiliadau uchod a chaffael a goruchwylio gwaith cyweirio er mwyn sicrhau cydymffurfedd.

Darparu cymorth technegol yn ôl yr angen i'r tîm cynnal a chadw adeiladau wrth iddynt gyflawni eu dyletswyddau.

10% o ddyletswyddau Deiliad y Swydd:

Cyfrannu at ddatblygu briffiau dylunio a manylebau perfformiad a lle bo'n briodol, delio ag ymgynghorwyr allanol.

5% o ddyletswyddau Deiliad y Swydd:

Rheoli a rhoi arweiniad mewn perthynas â chyllideb gyfalaf y Cyngor ar gyfer gwaith tynnu asbestos er mwyn sicrhau bod arian yn cael ei flaenoriaethu a'i wario'n brydlon.

20% o ddyletswyddau Deiliad y Swydd:

Cynorthwyo gyda rolau arolygu adeiladau sy'n cynnwys eiddo a reolir gan y Cyngor fel y bo'r angen gan y Rheolwr Cynnal a Chadw Adeiladau.

Mae'r dyletswyddau a'r tasgau cyffredinol yn cynnwys:

- Bod yn gyfrifol am ymchwilio i, delio â, a pharatoi ymatebion ar gyfer pob mater sy'n ymwneud â gwasanaethau adeiladu trydanol a godir gan Aelodau Etholedig, aelodau o'r cyhoedd, rheolwyr adeiladu, Swyddogion Cynnal a Chadw Adeiladau ac ati.
- Sicrhau bod y gofal gorau posib i gwsmeriaid yn cael ei gyflawni ar draws yr holl wasanaethau a ddarperir.
- Hyrwyddo gwaith y Grŵp Gwasanaethau Eiddo drwy gyhoeddusrwydd, gwybodaeth a chyflwyniadau, gan ddefnyddio pob math o dechnoleg gwybodaeth.
- Bydd gofyn i rai o ddyletswyddau'r swydd gael eu cyflawni fel gweithiwr unigol. Teithio i wahanol leoliadau yn ei gerbyd /ei

	cherbyd ei hun yn aml ar ei ben/ei phen ei hun yn unol â pholisi gweithio ar eich pen eich hun y Cyngor. • Bod yn abl yn gorfforol i ymweld â safleoedd a chynnal arolygiadau. • Er mwyn cyflawni rhai o ddyletswyddau'r swydd, bydd gofyn gweithio mewn mannau uchel o fewn ac o gwmpas safleoedd adeiladu mewn amodau annymunol, e.e. oherwydd y canlynol: gwres/oerfel, baw/dwst, sŵn, y tywydd, dirgrynu ac ati. • Bydd deiliad y swydd yn gyfrifol am y canlynol: gliniadur, ffôn symudol ac offer arbenigol a all gynnwys offer ar gyfer profi cydrannau trydanol ac unrhyw offer corfforaethol arall y bernir eu bod yn angenrheidiol. • Disgwylir i ddeiliad y swydd fabwysiadu ymagwedd hyblyg tuag at ddyletswyddau y gall fod rhaid eu hamrywio, (yn dilyn trafodaeth gyda deiliad y swydd) yn amodol ar anghenion y gwasanaethau ac yn unol â phroffil cyffredinol y swydd. • Sicrhau bod arolygu, profi a monitro statudol yn cael eu cynnal yn unol â phrotocol cynnal a chadw gwasanaethau adeiladau. • Sicrhau bod y cofnodion sy'n cael eu cadw yn ddigonol, yn enwedig mewn perthynas â materion o ran cydymffurfedd. • Gwybodaeth a Sgiliau: ○ Cynorthwyo'r Prif Swyddog Cynnal a Chadw Adeiladau – Gwasanaethau Trydanol wrth baratoi manylebau / tendrau / Briffiau dylunio ○ Gweithredu polisi'r Cyngor mewn perthynas â materion o ran cydymffurfedd a gweithredu gydag awdurdod dirprwyedig. • Cyfathrebu'n effeithiol â chontractwyr, rheolwyr gwasanaethau, staff y Cyngor ac aelodau o'r cyhoedd.
Atebolrwydd	Bydd gofyn i Ddeiliad y Swydd weithio ar ei liwt ei hun ac fel rhan o dîm yn ôl yr amgylchiadau. Bydd yn gweithredu o dan awdurdod dirprwyedig dan gyfarwyddyd y Rheolwr Cynnal a Chadw Adeiladau – Gwasanaethau Trydanol.

Manyleb Personol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol (gan gynnwys Lefel y cymhwyster) sy'n ofynnol ar gyfer y swydd	Hanfodol - Cymhwyster cydnabyddedig sy'n ymwneud â Pheirianeg Drydanol (HNC/HND/Lefel 4 neu un tebyg yn y diwydiant) - Gwybodaeth ymarferol dda o BS7671 18fed Argraffiad. - Gwybodaeth ymarferol dda o BS5839 Rheoliadau larymau tân - O leiaf 5 mlynedd o brofiad ar ôl cymhwyso neu o leiaf 5 mlynedd o wybodaeth a sgil arbenigol wedi'u hennill drwy brofiad perthnasol yn y sector masnachol trydanol Dymunol - Cymhwyster Arolygu a phrofi 2391/2 neu gyfatebol - Cymhwyster iechyd a diogelwch cydnabyddedig er enghraifft y Sefydliad Diogelwch ac Iechyd Galwedigaethol (IOSH)			
Lefel sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Cyfeiriwch at ganllawiau ar ceri net)	Gweler y tabl isod.			
	Gwrandol/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	4	4	4	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	1	1	1	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Gallu dangos bod gennych wybodaeth ymarferol gadarn o Reoliadau BS7671 a BS5839. Gallu gweithio i derfynau amser a thargedau. Gallu trefnu ac addasu'r llwyth gwaith yn effeithiol yn ôl amgylchiadau sy'n newid. Gallu darparu gwasanaeth o ansawdd uchel.			

	Sgiliau rhyngpersonol effeithiol, gan gynnwys sgiliau cyfathrebu da yn ysgrifenedig ac ar lafar, sgiliau gwrando a sgiliau cyflwyno a thrafod da. Gallu trin gwybodaeth mewn modd sensitif a chyfrinachol. Yn hyddysg mewn cyfrifiadura, gan gynnwys defnyddio taenlenni a chronfeydd data a gwybodaeth am holl becynnau Microsoft e.e. Word ac Excel. Gwybodaeth am becynnau Dylunio gyda Chymorth Cyfrifiadur (e.e. Auto CAD). Canolbwyntio ar y cwsmer, gydag ymrwymiad i sicrhau boddhad y cwsmer. Hunan-gymhellol. Gallu cyflawni'r gofynion corfforol sy'n gysylltiedig â'r rôl (h.y. dringo sgaffaldiau/ysgolion a gweithio mewn mannau cyfyng). Parodrwydd i weithio y tu allan i'r oriau swyddfa arferol pan fo angen. Trwydded yrru lawn y DU, sy'n ddilys.
Profiad sy'n ofynnol ar gyfer y swydd	O leiaf 5 mlynedd o brofiad ar ôl cymhwyso mewn amgylchedd gwasanaethau adeiladu neu o leiaf 5 mlynedd o wybodaeth a sgiliau arbenigol wedi'u hennill drwy brofiad perthnasol. Profiad cyffredinol o'r holl grefftau a gweithrediadau adeiladu, a'r profiad hwnna wedi'i ennill ar y safle a thrwy gymhwyso ymarferol. Gwybodaeth ymarferol o ran peirianeg gwasanaethau adeiladu ar safleoedd adeiladu ac mewn adeiladau presennol. Gwybodaeth ymarferol o reoliadau statudol cyfredol gwasanaethau adeiladu Gwybodaeth ymarferol o Systemau Rheoli Adeiladau. Gwybodaeth am iechyd a diogelwch sy'n ymwneud yn benodol â gwasanaethau adeiladu a pheirianeg adeiladu, gan gynnwys dealltwriaeth o ddeddfwriaeth iechyd a diogelwch a'r Rheoliadau Dylunio a Rheoli Adeiladu (CDM). Gallu cyfathrebu'n effeithiol â defnyddwyr adeiladau, contractwyr a gweithwyr proffesiynol adeiladu eraill.

	Gallu cyflawni tasgau mewn modd methodolegol a rhesymol. Dymunol: Profiad o ran Peirianeg Fecanyddol Profiad o reoli yn cynnwys rheoli prosiectau. Profiad o gynnal arolygon safle a pharatoi adroddiadau Profiad o baratoi manylebau a chytundebau a gwerthuso tendrau.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Cymhwyster Rheoli'n Ddiogel y Sefydliad Diogelwch ac Iechyd Galwedigaethol (IOSH)
Sgiliau/Cymwysterau Dymunol	Profiad o weithio fel rhan o dîm amlddisgyblaeth. NVQ Lefel 3 - Goruchwyllo a Rheoli Gallu cyfathrebu'n effeithiol drwy gyfrwng y Gymraeg Cymhwyster P405 - Rheoli Asbestos

Job Description

Post Name	Building Maintenance Officer- Electrical Services
Job Evaluation Post No	JD 1798-01
Service Area	Economy and Regeneration
Grade SCP and salary	Grade 10 SP 28-30: £37,938 - £39,513 per annum
Job Purpose	The post holder will need to demonstrate knowledge and experience of electrical installations on commercial properties. The post holder will be responsible for and manage compliance issues relating to Electrical Services and installations associated with the Councils buildings and assets. Consultations and future planning for electrical capital works. Input into carbon reduction programme and invest to save and energy efficiency guidance.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	37
Type of Contract	Full Time
Length of Contract	Permanent
Immediate Line Managers job title	Principal Building Maintenance Officer – Electrical Services (PBMO -ES)
Supervisory/Managerial responsibilities – if applicable	The post holder will be required to supervise contractors and operatives as necessary.
Duties and responsibilities	Whilst the precise duties and responsibilities of the Building Maintenance Officer- Electrical Services will vary, it will involve to varying degrees the following activities/responsibilities: 40% of the post holder's duties to include: Manage, procure, maintain and provide compliance information relating to all electrical equipment associated with Council Managed properties. These relate to both statutory and non-statutory functions in accordance with legal requirements and Council policy and procedures and include: 16. PAT Testing 17. Asbestos regulation compliance (Shared with PBMO-Mechanical) 18. Air conditioning systems, chillers etc (Shared with PBMO-Mechanical) 19. PV Installations 20. Solar panels

21. Emergency Generators
22. Lift Installations (Shared with PBMO-Mechanical)
23. Fire Alarm Systems (and suppression systems)
24. Emergency Lighting Systems
25. Intruder Alarm Systems
26. CCTV Installations
27. Electrical design for upgrading of corporate properties
28. Automatic door entry systems
29. Fire Fighting Equipment and signage
30. Lightning Conductors

25% of the post holders duties

Acting on reports received following the above servicing and inspections procure and supervise remedial works to ensure compliance.

Providing technical assistance as necessary to the Building Maintenance team as necessary during the course of their duties.

10% of the post holders duties:

Contribute to the development of design briefs and performance specifications and where appropriate deal with external consultants.

5% of the post holder's duties:

Manage and provide guidance with regard to the Councils Asbestos removal capital budget to ensure that funds are prioritised and spent on time.

20% of post holders duties:

Assist with building surveying roles involving Council managed properties as and when required by the Buildings Maintenance Manager.

General duties and tasks include:

- Responsible for the investigation, addressing and preparing responses to all electrical building services matters raised by Elected Members, members of the public, building managers, Building Maintenance Officers etc.
- To ensure that the highest possible level of "customer care" is achieved throughout all the services provided.
- To promote the work of the Property Services group by publicity, information and presentations, utilising all forms of information technology.

	• There will be a requirement for some of the duties of the post to be as a lone worker. Travelling to various locations in his/her own vehicle often alone in accordance with the Council's lone working policy. • Be physically capable of undertaking site visits and inspections. • There will be a requirement for some of the duties of the post to work at height, in and around building sites with unpleasant conditions, e.g. hot/cold, dirt/dust, noise, weather vibration, etc. • The post holder will be responsible for their laptop computer, mobile phone and specialist equipment which may include Electrical Testing equipment and any other corporate equipment deemed necessary. • The post holder will be expected to adopt a flexible attitude to the duties that may have to be varied, (after discussion with the post holder) subject to the needs of the services and in keeping with the general profile of the post. • To ensure all statutory inspections, testing and monitoring is undertaken within a building services maintenance protocol. • Ensure that adequate records are maintained, in particular relating to compliance matters. • Knowledge and Skills: ○ Assist the PBMO -ES in preparing specifications / tenders / design briefs ○ Implementation of Council policy with regard to compliance issues and acting with delegated authority. • Communicating effectively with contractors, service managers, Council staff and members of the public.
Accountability	A requirement of the post holder will be to work on own initiative, and as part of a team as situations arise. Acting under delegated authority under the direction of the PBMO -ES

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	<i>Essential</i> • A recognized Electrical Engineering related qualification (HNC/HND/Level 4 or industry equivalent) • A good working knowledge of BS7671 18th Edition. • A good working knowledge of BS5839 Fire alarm regulations • A minimum of 5 years post qualification experience or at least 5 years expert knowledge and skill gained through relevant experience in the Electrical commercial sector. <i>Desirable</i> • Inspection and testing 2391/2 or equivalent • A recognised health and Safety Qualification for example IOSH			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below.			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	4	4	4	The English linguistic skills noted are required on appointment
Welsh (ALTE Framework Levels)	1	1	1	The Welsh linguistic skills noted are required on appointment
Practical/personal skills required for the post	Demonstrable and sound working knowledge of BS7671 and BS5839 . Ability to work to deadlines and targets. Ability to effectively organise and adapt workload to changing circumstances. Ability to deliver a high-quality service. Demonstrable effective interpersonal skills including good written and verbal communication skills, listening skills, presentation and negotiation skills.			

	Ability to handle information in a sensitive and confidential manner. Be computer literate including the use of spread sheets and databases including knowledge of all Microsoft packages e.g. Word and Excel. Knowledge of Computer Aided Design packages desirable (e.g. Auto CAD). Customer focused, with a commitment to customer satisfaction. Self-motivated. Ability to carry out the physical requirements of the role (i.e. accessing scaffolding/ladders and working in confined spaces). Required to work outside normal office hours as required. Full Valid and clean UK Driving licence.
Experience required for the post	Minimum of 5 years' post qualification experience in a Building Services Environment or or at least 5 years expert knowledge and skill gained through relevant experience General experience of all building trades and operations gained from site experience and practical application. Practical knowledge of building services engineering on construction sites and in existing buildings. A working knowledge of current building services statutory regulations. A working knowledge of Building Management systems. Health and safety knowledge relating specifically to construction and building engineering services. Including the understanding of health and safety legislation and the ConstructionJD p1,1both Design and Management (CDM) Regulations Able to communicate effectively with building users, contractors and other building professionals. Able to undertake tasks in a methodical and reasonable manner. Desirable: Experience of Mechanical Engineering Experience in project management and control. Experience in carrying out site surveys and in the preparation of reports. Experience in preparing specifications and contracts and evaluating tenders.

Training/education required to be undertaken for the post/worked towards	IOSH Managing Safely Qualification
Desirable Skills/Qualifications	Experience of working as part of a multi-disciplinary team. NVQ Level 3- Supervision and Management Be able to communicate effectively through the medium of Welsh P405 Qualification-Asbestos Management