

Disgrifiad Swydd

Teitl y Swydd	Gofalwr / wraig
Gwasanaeth	Economi ac Adfywio
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 y flwyddyn
Pwrpas y Swydd	Bod yn gyfrifol o fewn yr Adran Economi a Pherfformiad am gyflawni'r ystod lawn o ddyletswyddau gofalu i gynorthwyo gyda threfniadau cyfleusterau adeiladau yn swyddfeydd y Cyngor.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos Patrwm Gwaith: Shift Cynnar: 7:00am to 3pm, Llun i Iau, 7.00am i 2.30pm Gwener. Shift Hwyr: 11.30am to 7.00pm, Llun i Iau, 11.30am i 7pm Gwener
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Swyddog Cyfleusterau
Cyfrifoldebau Goruchwylio / Rheoli	Goruchwylio contractwyr allanol yn ôl yr angen
Atebolrwydd	<ul style="list-style-type: none"> • Yn atebol i'r Uwch Swyddog Cyfleusterau a fydd ar gael dros y ffôn neu wyneb yn wyneb gan ddibynnu ar amserlenni gwaith a'r materion wrth law. • Dilyn y canllawiau a'r amserlenni a roddir ar ôl penodi. • Yn atebol am stoc ac unrhyw beiriannau a chyfarpar TG a ddarperir ar gyfer gwaith. • Yn atebol am gerbyd awdurdod os darperir ar gyfer gwaith.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

Rhestru dyletswyddau a thasgau cyffredinol y swydd fydd yn cynnwys:

- Datgloi a chloi adeiladau.
- Cynllunio a dyrannu amser ar gyfer cynnal a chadw arferol y system Biomas.
- Trefnu a dosbarthu post mewnol.
- Gwiriadau ar foeleri a gwresogyddion, goruchwyllo ac archebu cyflenwad tanwydd.
- Cynnal a chadw offer.
- Gwaredu gwastraff cyfrinachol a gwastraff wedi'i ailgylchu.
- Paratoi ystafelloedd cyfarfod yn barod ar gyfer cyfarfodydd.
- Profi larymau tân a systemau chwistrellu.
- Cofnodi trefn brofi Legionella.
- Gweinyddwr ar gyfer System SALTO (Cerdyn mynediad personol) ar gyfer yr Awdurdod cyfan.
- Monitro CCTV (teledu cylch cyfyng) drwy'r cyfrifiadur, anfon e-byst ayyb.
- Cydgysylltu â chontractwyr, gan sicrhau bod yr holl waith yn cydymffurfio gyda thrwydded i weithio a Datganiadau Dull.
- Derbyn danfoniadau a gweinyddu i'r adrannau perthnasol.
- Monitro ystafelloedd cyfweld ar gais gan staff.
- Symud dodrefn, cydosod dodrefn.

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

Man087

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none">• Lefel dda o addysg gyffredinol.• Llythrennog mewn TGCh.• Gallu defnyddio e-bost a'r rhyngrwyd.• Profiad mewn systemau Microsoft.
Sgiliau Ieithyddol Cymraeg:	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwranddo a Siarad</p> <p>Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.</p> <p>Sgiliau Darllen</p> <p>Lefel 3: Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.</p> <p>Sgiliau Ysgrifennu</p> <p>Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
Sgiliau Ieithyddol Saesneg:	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwranddo a Siarad</p> <p>Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.</p>

	<p>Sgiliau Darllen</p> <p>Lefel 3: Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.</p> <p>Sgiliau Ysgrifennu</p> <p>Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
<p>Sgiliau Ymarferol / Personol</p>	<ul style="list-style-type: none"> • Perfformiad a Chyfathrebu - Cynllunio a blaenoriaethu llwythi gwaith i gyflawni amcanion. • Cydweithio - Sicrhau perthynas â cydweithwyr, cwsmeriaid a chleientiaid fel ei gilydd yn cael eu cynnal. • Gallu gweithio ar eich menter eich hun neu fel rhan o dîm. • Gwelliant Parhaol a Datrys Problemau – Gallu cynorthwyo gyda datblygu a gweithredu gwasanaeth pwysig. • Tasgau - Cloi a agor arferol, gosod larymau a daliwr allwedd enwebedig, gan sicrhau bod y systemau aerdymheru ac awyru yn cael eu harchwilio'n effeithlon ac yn y ffordd orau bosibl, a phrofi systemau brys yn rheolaidd, • Derbyn a delio efo nwyddau gan gynnwys y post mewnol. • Gosod a rheoli ystafelloedd cyfarfod. • Symud dodrefn ac offer. • Cynnal a chadw amgylchedd glan tu fewn a thu allan. • Gwaredu papur cyffredinol a gwastraff bwyd i'r storfa. • Gwaredu gwastraff cyfrinachol a / neu garpio. • Derbyn nwyddau ar gyfer system gwresogi Biomas y Cyngor. • Glanhau yn rheolaidd a cynnal a chadw'r boeler. • Cynorthwyo'r Uwch Swyddog Cyfleusterau wrth ddefnyddio BMS, HVAC a systemau adeiladau integredig arall. • Cynorthwyo efo glanhau cyffredinol pan yn ofynnol. • Unrhyw gyfrifoldebau arall i gynnal gwasanaethau.
<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • Profiad profedig blaenorol mewn amgylchedd tebyg. • Profiad profedig mewn materion iechyd a diogelwch. • Dangos lefel dda o brofiad blaenorol o faterion cynnal a chadw cyffredinol. • Hyblygrwydd i weithio gyda'r nos ac ar benwythnosau yn ôl yr angen. • Profiad profedig o weithio ar eich pen eich hun a datrys problemau <ul style="list-style-type: none"> • Unigolyn uchel ei gymhelliant. • Trwydded lawn y DU.

<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Gwybodaeth / dealltwriaeth am ddeddfwriaeth lechyd a Diogelwch. • Cyfleusterau Biomas. • Systemau adeiladu. • CDAT. • Awdurdod y Diwydiant Diogelwch – ADD (SIA). • Modiwlau E-Ddysgu <ul style="list-style-type: none"> • Gweithredwr teledriniwr i'w ddefnyddio yn y cyfleuster biomas.
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<p>Gofynion Dymunol</p>	
<p>Cymwysterau / Hyfforddiant</p>	<ul style="list-style-type: none"> • Dealltwriaeth o systemau H-VAC • Dealltwriaeth ar sut i ddelio efo ymholiadau cwsmeriaid
<p>Sgiliau Ymarferol / Personol</p>	

Job Description

Post Name	Caretaker
Service	Economy and Regeneration
Grade	6
Spinal Point/s	7 -10
Salary	£26,403 - £27,694 per annum
Job Purpose	Being responsible within the Economy and Performance Department for carrying out the full range of caring duties to assist with the arrangements for building facilities in the Council's offices.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours per week Shift Pattern: Early Shift 7:00am to 3pm, Mon to Thurs, 7.00am to 2.30pm Fri. Late Shift: 11.30am to 7.00pm, Mon to Thurs, 11.30am to 7pm Fri
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Facilities Officer
Supervisory/Managerial Responsibilities	Supervise external contractors as required
Accountability	<ul style="list-style-type: none"> • Accountable to Senior Facilities Officer who will be available by telephone, from a remote location or in person depending on work schedules and issues at hand. • Following guidelines and schedules as given on appointment. • Accountable for stock and any machinery and IT equipment provided for work. • Accountable for Authority vehicle if provided for work.
Contractual Terms Associated with the Post	
Duties and Responsibilities	

List the general duties and tasks of the post to include:

- Unlock and lock buildings.
- Plan and allocate time on routine maintenance of Biomass system.
- Sort and deliver internal mail.
- Checks on boilers and heating, supervise and order fuel delivery.
- Maintenance of plant.
- Disposal of confidential waste and recycled waste.
- Prepare meeting rooms ready for meetings.
- Testing of fire alarms and sprinkler systems.
- Recording Legionella testing regime.
- Administrator for SALTO System (Personal access card) for the whole authority.
- Monitor CCTV through the computer and send e-mails etc.
- Liaise with contractors, ensuring all work including work complies.
- With permit to work and Method Statements.
- Accept deliveries and administer to the relevant departments.
- Monitor interview rooms on request of staff.
- Move furniture, erect furniture.

Job Evaluation Post Ref

Man 087

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> • A good Level of general education • ICT Literate: • Capable of using e-mail and internet. • Experience in Microsoft systems
Welsh Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>Listening & Speaking</p> <p>Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.</p> <p>Reading Skills</p> <p>Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills</p> <p>Level 3: Can write informal messages and reports for internal use.</p>
English Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>Listening & Speaking</p> <p>Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.</p> <p>Reading Skills</p> <p>Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills</p> <p>Level 3: Can write informal messages and reports for internal use.</p>
Practical and personal skills	<ul style="list-style-type: none"> • Performance and Communication - To plan and prioritise workloads to achieve objectives. • Working Together - To ensure relationships with colleagues, customers and clients alike are maintained. To be able to work on own initiative or as part of a team.

	<ul style="list-style-type: none"> • Continuous Improvement and Problem Solving – To be able to assist with developing and implementing an improving service. • Tasks - Routine locking and unlocking, alarm setting and nominated key holder, ensuring the efficient and optimum inspection of the air conditioning and ventilation systems, routine testing of emergency systems. • Accept and deal with deliveries including internal postal deliveries. • Setting up and managing meeting rooms. • Moving of furniture and equipment. • Maintaining a clean internal and external environment. • Remove general paper and food waste to storage. • Remove confidential waste and /or shred if instructed. • Accept deliveries for the operation of the Council’s Biomass heating system. • Carry out routine cleaning and boiler maintenance. • Assist the senior Facilities Officer with the use of the BMS, HVAC and other integrated building systems. • Assist with general office cleaning duties as required. • Any other duties as required to maintain services.
Required Experience	<ul style="list-style-type: none"> • Previous proven experience in a similar environment. • Proven experience in health and safety matters. • Demonstrate a good level of previous experience of general maintenance issues. • Flexibility to work evenings and weekends as and when. • Proven experience in lone working and problem solving. • A highly motivated individual. • Full UK licence.
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation. • Biomass facilities. • Building systems. • CDAT. • Security Industry Authority – SIA • E- Learning Modules. • Telehandler operator for use at a biomass facility.

Desirable Requirements	
Qualifications / Training	<ul style="list-style-type: none"> • An understanding of H-VAC systems • An understanding of how to deal with customer enquiries.
Practical / Personal Skills	