Proffil Swydd/Job Profile

Teitl y Swydd – Technegydd Arbenigol Fflyd
Post Title - Expert Fleet Technician

Adran	Adran Lle a Seilwaith
Department	Place and Infrastructure
Is-Adran/Adain	Trafnidiaeth a Phriffyrdd
Division/Section	Transport & Highways
Gradd/Grade	H
Rhif y Swydd/Post Number	036063
Paratowyd Gan/Prepared by	Owen Roberts
Dyddiad Paratoi/Date Prepared	Gorffennaf / July 2026

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd

Bydd Technegydd Arbenigol Fflyd yn gyfrifol am gynnal gwasanaethau, atgyweiriadau, diagnosteg a chynnal a chadw a phrofion MOT cerbydau a pheiriannau fflyd y Cyngor, gan gynnwys yr offer hydrolig a thrydanol ar gyfer peiriannau arbenigol. Bydd deiliad y swydd yn gyfrifol am sicrhau bod cerbydau a pheiriannau sy'n cael eu hatgyweirio a cherbydau sy'n cael prawf MOT yn cael eu rhyddhau fel rhai sy'n addas i'r ffordd ar yr amod eu bod yn bodloni'r gofynion a nodir yn y Canllaw DVSA ynghylch Cynnal Addasrwydd ar gyfer y Ffordd a'r Llawlyfr Arolygu MOT.

Y Prif Ddyletswyddau

1. **Arolygu, Cynnal a Chadw ac Atgyweirio Cerbydau**
   Perfformio archwiliadau manwl, diagnosteg, gwasanaethu ac atgyweirio ar ystod eang o gerbydau (ICE ac EV), peiriannau, ac offer i sicrhau cydymffurfiaeth â rhwymedigaethau statudol ac amserlenni cynnal a chadw ataliol. Bydd angen i ddeiliad y swydd nodi diffygion, penderfynu ar ba atgyweiriadau sydd angen eu gwneud a sicrhau bod y cerbyd yn cael ei drwsio'n ddiogel. Bod yn gyfrifol am olchi a pharatoi cerbydau ar gyfer prawf MOT. Bydd yn ofynnol i ddeiliad y swydd hefyd gynnal Profion MOT ar gerbydau Dosbarth 4, 5 a 7 ar ran yr Asiantaeth Safonau Gyrwyr a Cherbydau.
2. **Cymorth ar ymyl y Ffordd a Rheoli Diogelwch**
   Mynychu ac atgyweirio cerbydau sydd wedi torri i lawr ar briffyrdd cyhoeddus, gan wneud penderfyniadau amser real i weithredu rheoli traffig a sicrhau diogelwch staff y Cyngor, teithwyr a'r cyhoedd. Darparu cyfarwyddiadau i yrwyr a rheolwyr gwasanaeth mewn perthynas â diffygion cerbyd a nodwyd ac a ystyrir bod y cerbyd mewn cyflwr addas i'r ffordd.
3. **Gyrru a Thrin Cerbydau**
   Gyrru a symud cerbydau'r Cyngor o fewn iardiau depo ac ar ffyrdd cyhoeddus yn unol â'r Côd Priffyrdd, polisi risg fflyd, a gweithdrefnau diogelwch y gweithdy.
4. **Arbenigedd Technegol a Diagnostig**
   Defnyddio offer diagnostig ac offer arbenigol a dehongli data cerbydau i nodi diffygion a gwneud gwaith atgyweirio effeithiol i gerbydau disel a thrydan.
5. **Cydymffurfio a Chadw Trefn ar Weithdy**
   Cynnal a chadw amgylchedd gweithdy glân, diogel a chydymffurfiol yn unol â deddfwriaeth lechyd a Diogelwch yn y Gwaith, gan gynnwys cadw at yr asesiadau risg niferus a systemau gwaith diogel mewnol. Rhaid rhoi gwybod am bob damwain a damwain a fu bron â digwydd yn unol â'r polisi corfforaethol.
6. **Mentora a Goruchwylio**
   Goruchwylio a mentora prentisiaid a thechnegwyr, gan ddarparu hyfforddiant ymarferol, arweiniad, a gwirio ansawdd y gwaith yn ystod gweithgareddau gweithdy. Creu amgylchedd lle mae cydweithredu gwirioneddol yn digwydd a galwadau'r cwsmeriaid yn cael eu hateb drwy weithio mewn tîm. Dirprwyo ar ran yr Arweinwyr Tîm yn ôl y gofyn.
7. **Delio â Chontractwyr a Rhanddeiliaid**
   Goruchwylio a chefnogi contractwyr sy'n ymweld, gan sicrhau eich bod yn cadw at brotocolau diogelwch, a chydweithio â rhanddeiliaid mewnol i gyfathrebu anghenion atgyweirio ac atebion.
8. **Cymorth Cydrannau a Rhestr Eiddo**
   Cynorthwyo i adnabod a dod o hyd i gydrannau cywir ar gyfer atgyweiriadau, gan weithio'n agos gyda'r swyddog prynu a phersonél y storfeydd.
9. **Cydymffurfiaeth Gweinyddol a Rheoleiddiol**
   Cwblhau cofnod o waith y gweithdy a gweithdrefnau gweinyddol cysylltiedig, gan gynnwys nodi difrod ac esgeulustod yn sgil damweiniau, er mwyn sicrhau y cydymffurfir â'r ddeddfwriaeth a'u bod yn cael eu cwblhau mewn pryd er mwyn gallu paratoi gwybodaeth mewn pryd i'r rheolwyr.

10. **Dyletswyddau Wrth Gefn**
    Cymryd rhan mewn rota wrth gefn â thâl i ddarparu gwasanaethau atgyweirio brys, gan sicrhau cyn lleied o amser segur â phosibl ar gyfer cerbydau fflyd ac offer.
11. **Gwelliant Parhaus a Gwaith Tîm**
    Cyfrannu at ddatblygu gweithrediadau'r gweithdy yn barhaus, hyrwyddo diwylliant tîm cadarnhaol, a chefnogi mentrau i wella'r gwaith o ddarparu gwasanaeth ac effeithlonrwydd. Darparu cymorth technegol a mecanyddol er mwyn sicrhau bod yr amseroedd cynnal a chadw'n cael eu lleihau hyd yr eithaf a bod y fflyd peiriannau a cherbydau'n bodloni'r safonau diogelwch gofynnol ac yn cydymffurfio ag amodau ein Trwydded Gweithredwr gan gynnwys cyflenwi yn lle cydweithwyr pan fo angen.

Yn gyfrifol am staff/offer
Prentisiaid a Thechnegwyr Fflyd
Yn atebol i
Uwch-arweinydd Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

City and Guilds NVQ Lefel 3 mewn Cynnal a Chadw a Thrwsio Cerbydau Trwm (neu gyfwerth)

Cymhwyster City and Guilds NVQ Lefel 4 mewn Systemau Electronig Cerbydau Modur.

Trwydded Yrru – Isafswm Categori C

Achrediad IRTEC ar gyfer cynnal archwiliadau ar gerbydau nwyddau trwm

Profwr MOT cyfredol a gymeradwywyd gan yr Asiantaeth Safonau Gyrwyr a Cherbydau (Dosbarth 4, 5 a 7)

IMI Lefel 4 mewn Cynnal a Chadw ac Atgyweirio Cerbydau Trydan/Hybrid

Hyfforddiant Gweithio ar Uchder

Hyfforddiant Codi a Chario

Gweithredwr fforch godi gwrthbwyso.

IOSH neu systemau gweithio diogelwch gweithdy.

Cymorth Cyntaf yn y Gwaith.

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

Yn dechnegol gymwys ac yn gallu gweithio ar bob math o gerbydau a pheiriannau, gan gynnwys Cerbydau Allyriadau Isel Iawn.

Weldio a saernïo metel

Gweithgynhyrchu a gwaith pibellau hydrolig cerbydau.

Yn canolbwyntio ar y cwsmer.

Gwybodaeth

Mecanweithiau, systemau, gwaith trydanol a deddfwriaethau sy'n ymwneud â cherbydau a pheiriannau

Gallu defnyddio offer ac offer peirianneg arbenigol, hydrolig / niwmatig.

Yn gwbl gyfarwydd â defnyddio a dehongli offer diagnostig nam ar gerbydau electronig.

Trefniadau arferol cynhyrchwyr o ran cynnal gwasanaeth.

Gweithdrefnau gweithdy, gan gynnwys deddfwriaeth Iechyd a Diogelwch.

Ymwybyddiaeth Diogelwch Nwy

Profiad

O leiaf 5 mlynedd o brofiad o weithio gyda fflyd amrywiol ac amlddisgyblaethol, gan gynnwys Cerbydau Nwyddau Trwm.

Archwilio, atgyweirio a chynnal a chadw cerbydau, peiriannau ac offer.

Profiad o weithio gyda Cherbydau Allyriadau Isel Iawn.
Rhinweddau Personol
Bod yn gydweithredol, trefnus a disgybledig. Yn meddu ar gymhelliant cryf ac yn uchelgeisiol Sgiliau dadansoddi rhagorol ac yn gallu bwrw ati ohonoch eich hun i ddatrys problemau mewn modd creadigol Sgiliau cyfathrebu effeithiol, ar lafar ac yn ysgrifenedig Yn gallu gweithio mewn tîm a meithrin perthynas waith ragorol â chydweithwyr a rhanddeiliaid
Meini Prawf Dymunol
Trwydded Yrru - Categori C ac E, D1.

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Siarad Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 4**	**Sgiliau Ysgrifennu Lefel 3**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD
Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Yn ofynnol ar gyfer y swydd hon: **Adran A – math o ddatgeliad Gwiriad Sylfaenol** **Adran B – math o weithlu Gweithlu arall** **Adran C – A oes angen adnewyddiad DBS bob 3 blynedd ar gyfer y swydd neu gofrestru gyda gwasanaeth diweddaru ar-lein y DBS? Le**

Y RHESWM
Ddim yn berthnasol

UNRHYW WYBODAETH ARALL
Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.
Oriau gweithio craidd Dydd Llun i Ddydd Iau, 8yb-4yp a Dydd Gwener, 8yb-3.30yp. Posibilrwydd o gyfleoedd gweithio hyblyg Dydd Llun i Ddydd Gwener 6yb i 6yp. Mae opsiwn ar gael am oriau ychwanegol ar ddydd Sadwrn. Gallu gweithio mewn sawl lleoliad - Trostre, Cillefwr, Glanaman, neu unrhyw leoliad arall o fewn Sir Gaerfyrddin.

Main Purpose of Job

The Expert Fleet Technician will be responsible for carrying out services, repairs, diagnostics, maintenance and MOTs of Council fleet vehicles and plant, including the hydraulics & electrical equipment for specialised plant. The post holder will be responsible for ensuring vehicles and plant which are repaired and vehicles which are MOT tested, are only released as roadworthy if they meet the requirements set out in the DVSA Guide to Maintaining Roadworthiness and the MOT Inspection Manual.

Key responsibilities

1. **Vehicle Inspection, Maintenance & Repair**
   Perform detailed inspections, diagnostics, servicing, and repairs on a wide range of vehicles (ICE and EV), plant, and equipment to ensure compliance with statutory obligations and preventative maintenance schedules. The postholder will need to diagnose faults, decide on what repairs are required and ensure the vehicle is made safe and roadworthy before being returned to the service. Responsible for washing and preparing vehicles for MOT test. The postholder will also be required to undertake MOT Tests on Class 4, 5 and 7 vehicles on behalf of the DVSA.
2. **Roadside Assistance & Safety Management**
   Attend and resolve vehicle breakdowns on public highways, making real-time decisions to implement traffic management and ensure the safety of Council staff, passengers, and the public. Provide instructions to drivers and service managers in relation to vehicle defects identified and whether the vehicle is deemed roadworthy.
3. **Driving & Vehicle Handling**
   Drive and manoeuvre Council vehicles within depot yards and on public roads in accordance with the Highway Code, fleet risk policy, and workshop safety procedures.
4. **Diagnostic & Technical Expertise**
   Operate advanced diagnostic equipment and specialised tools and interpret vehicle data to identify faults and implement effective repair solutions for both diesel and electric vehicles.
5. **Workshop Housekeeping & Compliance**
   Maintain a clean, safe, and compliant workshop environment in line with Health and Safety at Work legislation, including adhering to the numerous risk assessments and internal safe systems of work. All accidents and near misses must be reported as per the corporate policy.
6. **Mentoring & Supervision**
   Supervise and mentor apprentices and technicians, providing hands-on training, guidance, and checking the quality of work during workshop activities. Create an environment where genuine co-operation and responsiveness to our customer's demands through teamwork. Deputise for the Team Leaders, as and when required.
7. **Contractor & Stakeholder Liaison**
   Oversee and support visiting contractors, ensuring adherence to safety protocols, and collaborate with internal stakeholders to communicate repair needs and solutions.
8. **Parts & Inventory Support**
   Assist in identifying and sourcing correct parts for repairs, working closely with the purchasing officer and stores personnel.
9. **Administrative & Regulatory Compliance**
   Complete workshop job records and associated administrative procedures, including the identification of accident damage and neglect, to ensure compliance with legislation and they are completed on time to facilitate the production of timely management information.
10. **Standby Duties**
    Participate in a paid standby rota to provide emergency repair services, ensuring minimal downtime for fleet vehicles and equipment.

11. Continuous Improvement & Teamwork Contribute to the ongoing development of workshop operations, promote a positive team culture, and support initiatives to improve service delivery and efficiency. Provide technical and mechanical support to ensure maintenance times are minimised and the plant and vehicle fleet meets the required standards of safety and compliance with the terms of our Operators Licence including covering for colleagues where the need arises.
Responsible for staff/equipment
Apprentices & Fleet Technicians
Reporting to
Senior Team Leader

Essential Criteria

Qualifications, Vocational training and Professional Memberships
City and Guilds NVQ Level 3 in Heavy Vehicle Maintenance and Repair (or equivalent)
City and Guilds NVQ Level 4 in Motor Vehicle Electronic systems.
Driving Licence – Minimum Category C
IRTEC accreditation for HGV inspections
Current DVSA approved MOT Tester (Class 4, 5 and 7)
IMI Level 4 in Electric/HybridVehicles Maintenance and Repair
Working at Heights Training
Manual Handling Training
Counter balance fork lift operator.
IOSH or workshop safety working systems.
First Aid at Work.
Job Related Skills and Competencies
Technically competent and able to work on all vehicles and plant types, including Ultra Low Emission Vehicles.
Welding and metal fabrication
Vehicle hydraulic pipe work and manufacture.
Customer focused.
Knowledge
Vehicle and Plant mechanisms, systems, electrics and legislation.
Competent in the use of specialist, hydraulic/ pneumatic engineering tools and equipment.
Fully conversant in the use and interpretation of electronic vehicle fault diagnostic equipment.
Manufacturers servicing routines.
Workshop procedures, including Health and Safety legislation.
Gas Safety Awareness
Experience
A minimum of 5 years experience of working with a diverse and multi-disciplined fleet, including Heavy Goods Vehicles.
Inspection, repair & maintenance of vehicles, plant and equipment.
Experience of working with Ultra Low Emission Vehicles.

Personal qualities
Be co-operative, methodical and disciplined. Highly motivated and ambitious Excellent analytical skills and be able to demonstrate an initiative and creative approach to problem solving Effective verbal and written communication skills Be able to work within a team and to build excellent working relationships with colleagues and wider stakeholders
Desirable Criteria
Driving Licence - Category C&E, D1.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
English	**Spoken Level 4**	**Written level 3**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: **Section A – type of disclosure** **Basic check** **Section B – workforce type** **Other Workforce** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **Yes**

JUSTIFICATION
N/A

ANY OTHER INFORMATION
Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.
Core working hours Monday to Thursday, 8am-4pm and Friday, 8am-3.30pm. Potential for flexible working opportunities Monday to Friday 6am to 6pm. There is an option of additional hours on Saturdays. Ability to work at multiple locations – Trostre, Cillefwr, Glanaman, or any other location within Carmarthenshire.