Proffil Swydd/Job Profile

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

Adran	Adran Lle a Seilwaith
Department	Place and Infrastructure
Is-Adran/Adain	Trafnidiaeth a Phriffyrdd
Division/Section	Transport & Highways
Gradd/Grade	G
Rhif y Swydd/Post Number	007620 / 007622
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 y Fflyd yn gyfrifol am gynnal gwasanaethau, atgyweiriadau, diagnosteg a chynnal a chadw cerbydau a pheiriannau Fflyd y Cyngor. Bydd deiliad y swydd yn gyfrifol am sicrhau na chymeradwyir cerbydau a pheiriannau fel rhai sydd mewn cyflwr addas ar gyfer y ffordd heblaw eu bod yn bodloni'r gofynion yng Nghanllaw Addasrwydd i'r Ffordd Fawr yr Asiantaeth Safonau Gyrwyr a Cherbydau (DVSA).

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.
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 diesel a thrydan.
5. **Cydymffurfio a Chadw Trefn ar Weithdy**
   Cynnal gweithdy glân, diogel a chydymffurfiol yn unol â deddfwriaeth Iechyd a Diogelwch yn y Gwaith, gan gynnwys cydymffurfio â nifer o asesiadau risg 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. **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.
7. **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 siopau.
8. **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.
9. **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.
10. **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
Ddim yn berthnasol
Yn atebol i
Arweinydd Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

NVQ Lefel 3 (neu gyfwerth) mewn peirianneg cerbydau modur ysgafn neu drwm

Trwydded Yrru – Isafswm Categori B

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

Yn gymwys yn dechnegol ac yn gallu gweithio ar bob math o gerbyd a pheiriant.

Yn canolbwyntio ar y cwsmer.

Gwybodaeth

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

Trefniadau arferol cynhyrchwyr o ran cynnal gwasanaeth.

Gweithdrefnau'r gweithdy, gan gynnwys deddfwriaeth Iechyd a Diogelwch.

Profiad

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

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

Cymhwyster City and Guilds mewn Systemau Electronig Cerbydau Modur.

Achrediad IRTEC

IMI Lefel 3 mewn Cynnal a Chadw Cerbydau Trydan

Hyfforddiant Gweithio ar Uchder

Hyfforddiant Codi a Chario

Trwydded Yrru - Categori C, C ac E, D1.

IOSH neu systemau gweithio diogelwch gweithdy.

Cymorth Cyntaf yn y Gwaith.

Gweithredwr fforch godi gwrthbwyso. Profiad o weithio gyda Cherbydau Allyriadau Isel Iawn.

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Llafar Lefel 1**	**Ysgrifennu Lefel 1**
Saesneg	**Llafar Lefel 4**	**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: **Y math o ddatgeliad -** Dim Angen Gwiriad DBS **Y math o weithlu -** Ddim yn berthnasol **Adnewyddu –** Dim angen adnewyddu **Y Rheswm –**

Y RHESWM

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 Fleet Technician will be responsible for carrying out services, repairs, diagnostics & maintenance of Council fleet vehicles and plant. The post holder will be responsible for ensuring vehicles and plant are only released as roadworthy if they meet the requirements set out in the DVSA Guide to Maintaining Roadworthiness.

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.
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. **Contractor & Stakeholder Liaison**
   Oversee and support visiting contractors, ensuring adherence to safety protocols, and collaborate with internal stakeholders to communicate repair needs and solutions.
7. **Parts & Inventory Support**
   Assist in identifying and sourcing correct parts for repairs, working closely with the purchasing officer and stores personnel.
8. **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.
9. **Standby Duties**
   Participate in a paid standby rota to provide emergency repair services, ensuring minimal downtime for fleet vehicles and equipment.
10. **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
N/A
Reporting to
Team Leader

Essential Criteria

Qualifications, Vocational training and Professional Memberships

NVQ Level 3 (or equivalent) in light or heavy motor vehicle engineering

Driving Licence – Minimum Category B

Job Related Skills and Competencies

Technically competent and able to work on all vehicles and plant types.

Customer focused.

Knowledge

Vehicle and Plant mechanisms, , systems, electrics and legislation.

Manufacturers servicing routines.

Workshop procedures, including Health and Safety legislation.

Experience

Inspection, repair & maintenance of vehicles, plant and equipment.

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

City and Guilds in Motor Vehicle Electronic systems.

IRTEC accreditation

IMI Level 3 in Electric Vehicle Maintenance

Working at Heights Training

Manual Handling Training

Driving Licence - Category C, C&E, D1.

IOSH or workshop safety working systems.

First Aid at Work.

Counter balance fork lift operator. Experience of working with Ultra Low Emission Vehicles.

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** **No DBS check required** **Section B – workforce type** **Not Applicable** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **No**

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.