Proffil Swydd/Job Profile

Teitl y Swydd - Uwch-arweinydd Tîm y Fflyd
Post Title – Senior Fleet Team Leader

Adran	Yr Amgylchedd
Department	Environment
Is-Adran/Adain	Trafnidiaeth a Phriffyrdd
Division/Section	Transport and Highways
Gradd/Grade	I
Rhif y Swydd/Post Number	011780
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 Uwch-arweinydd Tîm y Fflyd yn hwyluso ac yn trefnu'r gwaith o ddarparu 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 ddyrannu swyddi yn y gweithdy a blaenoriaethu yn seiliedig ar bwysigrwydd.

Byddant yn cefnogi Arweinwyr Tîm y Fflyd yng Nghillefwr a Glanaman gydag adnoddau staff ychwanegol, gan reoli'r galw a darparu arweiniad ynghylch atgyweiriadau.

Uwch-arweinydd Tîm y Fflyd fydd Rheolwr Safle enwebedig yr orsaf brofion MOT ar gyfer yr awdurdod er mwyn sicrhau bod yr adran yn bodloni'r holl rwymedigaethau a safonau statudol a bennir gan yr Asiantaeth Safonau Gyrwyr a Cherbydau (DVSA).

Prif dasgau/cyfrifoldebau

1. **Arolygu, Cynnal a Chadw ac Atgyweirio Cerbydau**
   Arwain a rheoli tîm y gweithdy, gan sicrhau bod yr holl waith diagnostig, gwasanaethu, atgyweiriadau, paratoi a phrofion MOT, a thasgau cydymffurfio statudol yn cael eu cyflawni i'r safonau gofynnol ar draws cerbydau, peiriannau ac offer ICE ac EV. Cynorthwyo i reoli costau drwy ddefnyddio adnoddau'n effeithlon, yn effeithiol ac yn economaidd o ddydd i ddydd, gan gynnwys llafur, deunyddiau, gwarantau ac adnoddau eraill.
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**
   Goruchwylio staff gweithdy sy'n gyrru cerbydau'r Cyngor, gan sicrhau bod pob symudiad cerbyd—ar y safle ac ar ffyrdd cyhoeddus—yn dilyn Rheolau'r Ffordd Fawr, polisïau 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**
   Sicrhau bod Staff y Gweithdy yn cynnal amgylchedd gweithdy glân, diogel a chydymffurfiol yn unol â deddfwriaeth Iechyd 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 Fflyd a Thechnegwyr Fflyd, 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. Cefnogi Arweinwyr Tîm y Fflyd yng Nghillefwr a Glanaman gydag adnoddau staff ychwanegol, gan reoli'r galw a darparu arweiniad ynghylch atgyweiriadau. Dirprwyo ar gyfer y Rheolwr Cynnal a Chadw Fflyd, yn ôl yr angen.
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. Cyfathrebu â rheolwyr gwasanaeth ynghylch cynnal a chadw ac atgyweirio eu cerbydau.

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. Rheoli'r storfeydd cydrannau i sicrhau bod unrhyw gydrannau a ddefnyddir yn cael eu dyrannu i gerbydau.
9. **Cydymffurfiaeth Gweinyddol a Rheoleiddiol**
   Sicrhau bod cofnodion swyddi gweithdy a gweithdrefnau gweinyddol cysylltiedig, gan gynnwys nodi difrod damweiniol ac esgeulustod, yn cael eu cwblhau'n gywir, ar amser ac yn cydymffurfio â deddfwriaeth. Sicrhau bod taflenni arolygu a phrofion brêcs yn cael eu gwirio a'u llofnodi.
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
Technegwyr Fflyd a Phrentisiaid Fflyd. Cefnogi Arweinwyr Tîm y Fflyd.
Yn atebol i
Rheolwr Cynnal a Chadw'r Fflyd.

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)

Trwydded Yrru – Isafswm Categori C

Achrediad IRTEC ar gyfer arolygiadau HGV (neu'n barod i'w gael)

Tystysgrif rheolwr gorsaf MOT

Profwr MOT cyfredol a gymeradwywyd gan yr Asiantaeth Safonau Gyrwyr a Cherbydau (Dosbarth 4, 5 a 7) (neu'n barod i'w gael)

IMI Lefel 3 mewn Cerbydau Trydan

Hyfforddiant Gweithio ar Uchder

Hyfforddiant Codi a Chario

Cymhwyster Goruchwylio

Gweithredwr fforch godi gwrthbwyso.

IOSH mewn rheoli iechyd a diogelwch

Hyfforddiant darparwr cymorth cyntaf

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.

Yn canolbwyntio ar y cwsmer.

Goruchwylio gweithdai

Gallu ymgymryd â gwaith gweinyddol

Gallu blaenoriaethu llwyth gwaith a defnyddio adnoddau yn y modd gorau

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.

Gweithgynhyrchu a gwaith pibellau hydrolig cerbydau.

Profiad

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

Gweithio gyda fflyd amrywiol ac amlddisgyblaethol, gan gynnwys Cerbydau Nwyddau Trwm.

Profiad adeiladu tîm

Profiad o reoli pobl

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

Bod yn rhagweithiol a bod â'r gallu i gyfleu'r cynllun busnes i aelodau'r tîm a chyfleu ymagwedd gadarnhaol tuag at newid yn y gweithdai

Gallu cyfathrebu'n effeithiol â phobl ar bob lefel o sefydliad

Yn gallu ac yn awyddus i gyflawni a rhagori ar amcanion busnes

Sgiliau rhyngbersonol cryf

Meini Prawf Dymunol

Cymhwyster City and Guilds mewn Systemau Electronig Cerbydau Modur.

Trwydded Yrru - Categori C ac E, D1.

Ymwybyddiaeth Diogelwch Nwy.

Profiad o weithio gyda Cherbydau Allyriadau Isel Iawn.

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 4**
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 yw'r swydd yn gofyn am adnewyddu DBS bob 3 blynedd 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 Senior Fleet Team Leader will facilitate and organise the delivery of 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 allocating jobs within the workshop and prioritising based on importance.

They will support the Fleet Team Leaders at Cillefwr and Glanaman with additional staff resources, managing demand and providing guidance regarding repairs.

The Senior Fleet Team Leader will be the nominated Site Manager of the MOT testing station for the authority to ensure the department meets all statutory obligations and standards determined by the Driver Vehicle Standards Agency (DVSA).

Key tasks/responsibilities

1. **Vehicle Inspection, Maintenance & Repair**
   Lead and manage the workshop team, ensuring all diagnostic work, servicing, repairs, MOT preparation and testing, and statutory compliance tasks are carried out to required standards across ICE and EV vehicles, plant, and equipment. Assist in the control of costs through the efficient, effective and economic use of resources on a day to day basis, to include labour, materials, warranties and other resources.
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**
   Supervise workshop staff driving Council vehicles, ensuring that all vehicle movements—on-site and on public roads—follow the Highway Code, fleet risk policies, 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**
   Ensure the Workshop Staff 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 Fleet Apprentices and Fleet 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. Support the Fleet Team Leaders at Cillefwr and Glanaman with additional staff resources, managing demand and providing guidance regarding repairs. Deputise for the Fleet Maintenance Manager, 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. Communicate with service managers regarding the maintenance and repair of their vehicles.
8. **Parts & Inventory Support**
   Assist in identifying and sourcing correct parts for repairs, working closely with the

purchasing officer and stores personnel. Manage the parts stores to ensure any parts used are allocated to vehicles.

9. **Administrative & Regulatory Compliance**
   Ensure workshop job records and associated administrative procedures, including the identification of accident damage and neglect, are being completed correctly, on time and are compliant with legislation. Ensure inspection sheets and brake tests are checked and signed off.
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
Fleet Technicians and Fleet Apprentices. Supporting the Fleet Team Leaders.
Reporting to
Fleet Maintenance Manager.

Essential Criteria

Qualifications, Vocational training and Professional Memberships

City and Guilds NVQ Level 3 in Heavy Vehicle Maintenance and Repair (or equivalent)

Driving Licence – Minimum Category C

IRTEC accreditation for HGV inspections (or be prepared to obtain)

MOT Station manager certificate

Current DVSA approved MOT Tester (Class 4, 5 and 7) (or be prepared to obtain)

IMI Level 3 in Electric Vehicles

Working at Heights Training

Manual Handling Training

Supervision qualification

Counter balance fork lift operator.

IOSH in health and safety management

First aider training

Job Related Skills and Competencies

Technically competent and able to work on all vehicles and plant types, including Ultra Low Emission Vehicles.

Customer focused.

Workshop supervision

Able to undertake administrative work

Ability to prioritise workload and make best use of resources

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.

Vehicle hydraulic pipe work and manufacture.

Experience

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

Working with a diverse and multi-disciplined fleet, including Heavy Goods Vehicles.

Team building experience People management experience
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 Be proactive and have the ability to communicate the business plan to team members and convey a positive approach to change within the workshops Able to communicate effectively with all levels of an organisation Able to and have a desire to meet and exceed business objectives Strong interpersonal skills
Desirable Criteria
City and Guilds in Motor Vehicle Electronic systems. Driving Licence - Category C&E, D1. Gas Safety Awareness. 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 4**
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.