Proffil Swydd/Job Profile

Teitl y Swydd – Technegydd Cefnffyrdd
Post Title - Trunk Road Technician

Adran	Lle, Seilwaith a Datblygiad Economaidd
Department	Place, Infrastructure & Economic Development
Is-Adran/Adain	Seilwaith Amgylcheddol / Gwasanaethau Priffyrdd
Division/Section	Environmental Infrastructure / Highway Services
Gradd/Grade	G
Rhif y Swydd/Post Number	015606
Paratowyd Gan/Prepared by	Darren King
Dyddiad Paratoi/Date prepared	Medi 2026 / September 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

Yn fwy na dim bydd deiliad y swydd yn estyn cymorth technegol i Reolwr y Bartneriaeth Cefnffyrdd a'r Peiriannydd Cynorthwyol o ran gweithredu'r Cytundeb Cyflawni Gwasanaeth rhwng Partneriaeth Rhanbarth y Gorllewin ac Asiantaeth Cefnffyrdd De Cymru.

Prif cyfrifoldebau

1. Darparu cymorth technegol yn ymwneud yn benodol â goruchwylio safleoedd, amlinellu/trefnu a rheoli safleoedd a thrwy hynny gyfrannu at gyflawni'r holl weithgareddau yn y rhaglen waith Cynnal a Chadw Priffyrdd mewn modd effeithiol.

2. Ymgymryd â mesuriadau safleoedd a sicrhau y darperir yr holl wybodaeth gysylltiedig, sy'n gymorth i'r Peiriannydd Cynorthwyol o ran prisio gwaith.

3. Ymgymryd ag arolygon technegol a pharatoi dyluniadau technegol er mwyn cefnogi datblygu cynlluniau cynnal a chadw priffyrdd penodedig.

4. Cefnogi staff gweithredol y depos a darparwyr gwasanaethau eraill er mwyn sicrhau bod yr arferion gweithio mwyaf effeithiol a mwyaf priodol ar waith.

5. Ymgymryd â dyletswyddau technegol, ariannol a gweinyddol er mwyn helpu aelodau eraill y Bartneriaeth Cefnffyrdd i weithredu ac i ddarparu gwasanaeth Cefnffyrdd effeithiol sy'n cydymffurfio â gofynion y Cytundeb Cyflawni Gwasanaeth. Ar adegau gall hyn gynnwys darparu gwasanaeth cyflenwi a rhannu dyletswyddau megis goruchwylio'r gweithwyr, yr offer a'r deunyddiau ar safle, a chyflwyno gwybodaeth ystadegol ynghylch canlyniadau a chostau.

6. Cynorthwyo'r tîm Cefnffyrdd wrth gaffael gwasanaethau, cyflenwadau a deunyddiau gan sicrhau y cydymffurfir â rheolau gweithdrefnau contract a chaffael yr awdurdod bob amser.

7. Ymgymryd â phob agwedd ar y gwaith yn unol â'r gweithdrefnau a ddiffiniwyd yng nghynlluniau Sicrhau Ansawdd yr Is-adran.

8. Cydymffurfio ag unrhyw ofynion hyfforddiant perthnasol er mwyn sicrhau y cyflawnir yr holl waith yn unol â'r Rheoliadau Adeiladu, Dylunio a Rheoli (CDM), y ddeddfwriaeth lechyd a Diogelwch perthnasol, egwyddorion Rheoli Risg, Systemau Gweithio Diogel, a pholisïau a gweithdrefnau'r Adran.

9. Datblygu, cynnal a hyrwyddo perthynas waith effeithiol a hynny'n fewnol gyda chydweithwyr ac yn allanol gyda'r holl randdeiliaid er mwyn cyfrannu at ethos y Gwasanaethau Stryd, sef bod modd sicrhau mwy o fudd i'r Cyngor ac i ddefnyddwyr y gwasanaethau drwy integreiddio, drwy bartneriaethau a thrwy gydweithio.

Yn gyfrifol am staff/offer

Yn atebol i

Peiriannydd Cynorthwyol

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Addysg hyd at lefel Tystysgrif Genedlaethol, neu gymhwyster proffesiynol perthnasol (e.e. Peirianneg Sifil).

Parodrwydd i ymgymryd â Datblygiad Proffesiynol Parhaus

Trwydded Yrru Safonol y DU

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Y gallu i gyfleu gwybodaeth allweddol mewn modd clir ac effeithiol a hynny ar lafar ac yn ysgrifenedig

Sgiliau trefnu da a'r gallu i weithio'n unol â therfynau amser gan gadw cofnodion safle manwl gywir.

Y gallu i amgyffred, dadansoddi a dehongli data ynghylch y gwasanaeth er mwyn ategu llunio adroddiadau ystadegol ac ysgrifenedig yn ddiweddarach.

Y gallu i weithio mewn sefyllfa brysur ac i fod yn gyfrifol am gynllunio a chwblhau'r tasgau technegol a'r llwyth gwaith a ddyrannwyd

Gwybodaeth

Ymwybyddiaeth o'r prif nodau a blaenoriaethau o ran rheolaeth strategol a gweithredol ar Briffyrdd

Gwybodaeth am weithdrefnau gweinyddu contractau/dogfennau contract ar gyfer gwaith priffyrdd.

Ymwybyddiaeth o'r brif ddeddfwriaeth a'r rheoliadau a'r codau arferion sy'n gysylltiedig â'r swyddogaethau Priffyrdd

Gwybodaeth ymarferol am ddeddfwriaeth Iechyd a Diogelwch, am godau arferion sy'n gysylltiedig â'r swyddogaethau Priffyrdd, ac am y Rheoliadau Adeiladu, Dylunio a Rheoli.

Profiad

Profiad o weithio'n unol â fframwaith a gweithdrefnau rheoli contractau.

Profiad o ymgymryd â swyddogaethau megis Amlinellu/trefnu a rheoli safleoedd.

Profiad o weithio'n rhan o dîm naill ai mewn swyddfa neu mewn sefyllfa weithredol (safle priffyrdd neu brofiad dylunio).

Rhinweddau personol

Y gallu i amlygu ymrwymiad i gyrraedd safonau uchel o ran darparu gwasanaethau

Y gallu i fod yn broffesiynol a datblygu a chynnal perthynas waith dda gyda rhanddeiliaid a chydweithwyr.

Parodrwydd i ymaddasu i newidiadau ac i gyfrannu at syniadau blaengar er mwyn sicrhau gwelliant parhaus

Parodrwydd i fod yn hyblyg a gallu darparu gwasanaeth cyflenwi ar gyfer aelodau eraill o'r tîm yn ôl yr angen.

Meini Prawf Dymunol
Addysg hyd at lefel Tystysgrif Genedlaethol Uwch, neu gymhwyster proffesiynol perthnasol (e.e. Peirianneg Sifil). Cymwyseddau TG (Trwydded Yrru Gyfrifiadurol Ewrop (ECDL) neu gymhwyster cyfwerth/CAD) Ymwybyddiaeth o Systemau a Gweithdrefnau Rheoli Ansawdd Gwybodaeth ynghylch gweithdrefnau ariannol yr Awdurdod. Y gallu i ddefnyddio pecynnau Microsoft Office a rhaglenni Cynllunio drwy Gymorth Cyfrifiadur

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS** Adran B – y math o weithlu **Ddim yn berthnasol** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Nage**

Y RHESWM

UNRHYW WYBODAETH ARALL Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr awdurdod a adlewyrchir yn ein Fframwaith Ymddygiad a Gwerthoedd a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr awdurdod neu, os caiff ei gyflogi mewn ysgol, Polisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i atebolrwydd ac hynafiaeth y swydd o fewn y sefydliad.

Main Purpose of Job

The postholder will primarily provide appropriate technical support to the Trunk Road Partnership Manager and Assistant Engineer in the delivery of the Service Collaborative Agreement (SCA) between the Western Area Partnership and the South Wales Trunk Road Agency.

Key responsibilities

1. Provide technical support with particular regard to site supervision, setting out and site control, thereby contributing to the effective execution of all activities within the Highway Maintenance works programme.

2. Undertaking site measurements and ensure the provision of all associated information which support the Assistant Engineer to prepare works valuations.

3. Undertake technical surveys and the preparation of technical drawings to support the development of specified highway maintenance schemes.

4. Support the depot's operational staff and other service providers to ensure the most efficient and effective working practices are implemented and delivered.

5. Undertake technical, financial and administrative duties to support other Trunk Road Partnership team members to implement and deliver an effective Trunk Road service which complies with the requirements of the Service Delivery Agreement. This may on occasions involve the provision of cover and the sharing of duties such as the site supervision of labour, plant and materials and the presentation of statistical information in relation to outputs and costs.

6. Assist the Trunk Road team in the procurement of services, supplies and materials ensuring at all times that the authority's contract and procurement procedure rules are complied with.

7. Undertake all aspects of the work in accordance with the procedures defined in the Division's Quality Assurance plans.

8. Comply with any relevant training requirements to ensure all work activities are undertaken in accordance with CDM Regulations, relevant Health & Safety legislation, Risk Management principles, Safe Systems of Work and departmental policies and procedures.

9. Develop, maintain and promote effective working relationships both internally with colleagues and externally with all stakeholders to contribute to Street Scene's ethos that greater benefits can be realised for the Council and service users through integration, partnerships and collaborative working.

Responsible for staff/equipment

Reporting to

Assistant Engineer

Essential Criteria

Qualifications, Vocational training and Professional Memberships

UK Driving License

Education to National Certificate level, or possession of relevant professional qualification (eg. Civil Engineering).

Willingness to undertake Continuing Professional Development.

Job Related Skills and Competencies

The ability to clearly and effectively communicate key information both verbally and in writing.

Good organisational skills and the ability to work to deadlines whilst maintaining accurate site records.

Ability to assimilate, analyse and interpret service data to support the subsequent production of statistical and written reports.

The ability to work in a busy environment and take responsibility for planning and delivering allocated technical tasks and workload

Knowledge

Awareness of key aims and priorities in relation to Highways strategic and operational management.

Knowledge of contract administration procedures /contract documents for highways works.

Knowledge of the key legislation and associated regulations and codes of practice in relation to Highways functions.

Working knowledge of Health & Safety legislation, Highways codes of practice and CDM Regulations

Experience

Awareness of key aims and priorities in relation to Highways strategic and operational management.

Knowledge of contract administration procedures /contract documents for highways works.

Knowledge of the key legislation and associated regulations and codes of practice in relation to Highways functions.

Working knowledge of Health & Safety legislation, Highways codes of practice and CDM Regulations.

Personal qualities

Ability to demonstrate commitment towards achieving high standards in service delivery.

Ability to present as professional and develop and maintain good working relationships with stakeholders and colleagues.

Willingness to be adaptive to change and contribute to innovative ideas for continuous improvement.

Willingness to be flexible in the role and be able to provide cover for other team members as and when necessary,
Desirable Criteria
Education Higher National Certificate level, or possession of relevant professional qualification (eg. Civil Engineering). IT Competencies (ECDL or equivalent/ CAD) Awareness of Quality Management Systems and procedures Knowledge of Authority's Financial procedures Ability to use Microsoft Office packages and CAD programmes

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**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** **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

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.