Proffil Swydd/Job Profile

Teitl y Swydd – Gyrrwr Cerbyd Sbwriel/ Ailgylchu Achlysurol

Post Title – Casual Refuse/Recycling Driver

Adran	Lle a Seilwaith
Department	Place & Infrastructure

Is-adran/Adain	Gwasanaethau Amgylcheddol a Gwastraff
Division/Section	Waste & Environmental Services

Gradd/Grade	F

Rhif y Swydd/Post Number	034636

Paratowyd gan/Prepared By	D John

Dyddiad/Date	Ebrill / April 2023

Prif Ddiben y Swydd

Bod yn gyfrifol am yrru cerbyd mewn modd diogel, effeithlon a dibynadwy yn y gwasanaeth casglu sbwriel/deunydd ailgylchu i ddiwallu anghenion trigolion a busnesau Sir Gaerfyrddin. Bod yn gyfrifol am oruchwylio, cyfarwyddo a sicrhau diogelwch y llwythwyr sbwriel/ailgylchu a neilltuir i'r criw.

Y Prif Ddyletswyddau

Dyletswyddau Gweithredol/Goruchwylio'r Criw

1. Gyrru a bod yn gyfrifol am unrhyw gerbyd casglu sbwriel a neilltuir i chi. Gwirio'r cerbyd bob dydd a gwneud gwaith cynnal a chadw rheolaidd yn unol â'r gweithdrefnau fel y'u hamlinellir yn y llyfr archwilio diffygion dyddiol, gan roi gwybod am yr holl ddiffygion i'r goruchwylydd ar lafar neu drwy ddefnyddio'r dechnoleg yn y cerbyd. Glanhau'r cerbydau ac unrhyw fecanwaith pŵer a osodir ar y cerbydau, a gwneud gwaith cynnal a chadw arnynt, yn unol â llawlyfr y cerbyd a'r holl hyfforddiant perthnasol.

2. Llywio'r cerbyd yn ddiogel a sicrhau y cydymffurfir â gofynion diogelwch ffyrdd bob amser, yn unol â Rheolau'r Ffordd Fawr, er mwyn lleihau'r risg o anaf personol i'r criw a'r cyhoedd, a chyfathrebu â'r criw er mwyn sicrhau bod yr holl weithdrefnau a'r prosesau'n cael eu cyflawni mewn modd diogel ac effeithlon

3. Bod yn gyfrifol am gludo'r criw Ailgylchu/Sbwriel yn ddiogel a'u goruchwylio, a rhoi cyfarwyddyd ac arweiniad uniongyrchol i'r tîm bob amser yn ystod yr holl weithgareddau Sbwriel/Ailgylchu ac o amgylch y llwybr penodedig ac yn y man rhyddhau penodedig.

4. Goruchwylio gweithgareddau'r rownd a datrys anawsterau a allai beryglu'r gwaith o gasglu sbwriel/deunydd ailgylchu sy'n deillio o broblemau megis cerbydau wedi'u parcio, rhwystrau, mannau casglu cymunedol a thipio anghyfreithlon er mwyn sicrhau bod yr holl sbwriel yn cael ei gasglu a lleihau a rheoli'r risgiau o ran lechyd a Diogelwch.

5. Cynorthwyo'r criw i lwytho'r cynwysyddion Sbwriel/Ailgylchu perthnasol a phriodol pan fo'n ofynnol er mwyn cydymffurfio â gofynion a gweithdrefnau'r gwasanaeth a'r is-adran.

6. Sicrhau y cedwir at y llwybr cywir a bod yn gyfrifol am ddefnydd cywir o'r data a'r dechnoleg electronig sydd yn y cerbydau ar gyfer rheoli teithiau gan gynnwys swyddogaethau tacograffau ac ar gyfer cofnodi a rhoi gwybod am broblemau cysylltiedig gan gyfrannu at ddarparu gwasanaeth effeithiol ac effeithlon.

7. Cydymffurfio â rheolau'r safle gwaredu ar gyfer dadlwytho a phwyso'r cynnwys yn ddiogel pan gaiff ei dipio mewn lleoliadau penodol (gorsafoedd trosglwyddo, safleoedd tirlenwi neu gyfleusterau ailgylchu).

8. Bwrw ati eich hun i ddatrys unrhyw broblemau gweithredol, gan gynnwys gofynion casglu unigryw, halogiad neu faterion sy'n berthnasol i berfformiad a diogelwch y rownd i sicrhau bod y gwasanaeth yn cael ei ddarparu i'r safon uchaf gan roi gwybod am benderfyniadau a gweithgarwch i'r goruchwylydd amgylcheddol.

9. Cynorthwyo i ymgysylltu'n uniongyrchol â'r cyhoedd i hyrwyddo negeseuon ailgylchu a chynyddu nifer y bobl sy'n cymryd rhan yn y cynlluniau ailgylchu drwy ddarparu arweiniad, cymorth a chyngor mewn modd gwybodus a chwrtais.

10. Pan fydd angen, helpu criwiau eraill i ddarparu a chwblhau'r rowndiau casglu gwastraff a deunydd ailgylchu, gan weithio'n ddeinamig i sicrhau bod yr holl waith yn cael ei wneud mewn modd amserol, diogel, ac effeithiol.

11. Cynorthwyo i ddatblygu a dylunio'r llwybrau casglu dynodedig ac o ran eu heffeithlonrwydd. Wrth gyflawni dyletswyddau sicrhau bod y gwasanaeth yn cael ei ddarparu mewn modd deinamig yn y ffordd fwyaf effeithlon.

Cyffredinol

1. Cyflawni'r holl agweddau ar y gwaith yn unol â pholisïau a gweithdrefnau'r is-adran/gwasanaeth gan gynnwys egwyddorion rheoli risg, Systemau Gweithio Diogel a'r Côd Ymarfer ar gyfer Sbwriel ac Ailgylchu.

2. Meddu ar y sgiliau a'r wybodaeth berthnasol ddiweddaraf trwy gydymffurfio ag unrhyw ofynion am ddatblygiad personol a hyfforddiant perthnasol, yn enwedig o ran gweithdrefnau gyrru a gweithredu, i sicrhau bod gwasanaeth diogel, effeithlon ac effeithiol yn cael ei ddarparu bob amser.

3. Hyrwyddo a chynnal cyswllt (gan gynnwys awgrymiadau ar gyfer gwella) a pherthynas waith ragorol â rheolwyr, goruchwylwyr, cydweithwyr ac aelodau'r criw er mwyn cydymffurfio â safonau ymddygiad a ddisgwylir gan y Cyngor ac er mwyn cyfrannu at y gwaith o ddarparu gwasanaeth sbwriel/ailgylchu o safon uchel a'i wella.

4. Cynnal gwerthoedd craidd yr Awdurdod a chynnal egwyddorion gofal cwsmer wrth ymateb i unrhyw ymholiadau gan y cyhoedd mewn ffordd gwrtais, er mwyn cyfrannu at gyflwyno gwasanaeth sy'n rhoi'r cwsmer yn y canol.

5. Gwisgo'r dillad a'r cyfarpar amddiffynnol personol a ddyrannwyd ar bob adeg pan fo'n ofynnol, i gynnal diogelwch personol a diogelwch y criw. Sicrhau bod ceisiadau am gyfarpar newydd yn cael eu cyflwyno yn unol â phrotocol ac amserlenni'r gwasanaeth.

6. Cwblhau'r holl waith papur a chadw cofnodion fel bo'n briodol (gan gynnwys taflenni amser, amserlenni gwaith, adrodd am ddamweiniau) mewn modd eglur a dealladwy er mwyn cydymffurfio â gofynion y gwasanaeth a gweithdrefnau adrodd.

Yn gyfrifol am staff/offer
Hyd at dri Llwythwr Cerbyd Sbwriel/Ailgylchu
Yn atebol i
Goruchwylydd Amgylcheddol

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Trwydded cerbyd nwyddau mawr Categori C o leiaf.

Parodrwydd i gydymffurfio â gofynion hyfforddi parhaus sy'n gysylltiedig â'r swydd, gwybodaeth newydd a chyfarwyddiadau.

Sgiliau da iawn o ran canolbwyntio ac arsylwi.

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Gallu nodi diffygion ar gerbyd a rhoi gwybod amdanynt.

Y gallu i ddefnyddio ymdrech gorfforol am gyfnodau hir o weithio.

Y gallu i gofnodi gwybodaeth mewn modd darllenadwy, cywir ac amserol.

Y gallu i weithio heb gyfarwyddyd a defnyddio disgresiwn i sicrhau bod terfynau amser yn cael eu bodloni a datrys anawsterau.

Y gallu i ddarllen a dilyn mapiau.

Y gallu i ddefnyddio technoleg mewn cerbydau.

Gwybodaeth

Deddfwriaeth lechyd a Diogelwch berthnasol

Profiad

Profiad o weithredu mecanweithiau pŵer / gweithredu amrywiol offer a pheiriannau

Rhinweddau Personol

Y gallu i ddeall cyfarwyddiadau llafar ac ysgrifenedig a dehongli/dilyn patrymau gwaith beunyddiol.

Ymagwedd hyblyg ac yn gallu dangos ymrwymiad i gyrraedd safonau uchel wrth gyflwyno gwasanaethau.

Sgiliau cyfathrebu da a'r gallu i gynnal perthynas waith dda.

Parodrwydd i weithio mewn tywydd gwael.

Y gallu i arwain tîm a gweithio heb gyfarwyddyd.

Parodrwydd i gydymffurfio â gofynion y gwasanaeth mewn perthynas â dillad a chyfarpar amddiffynnol personol ar eich cyfer chi ac aelodau'r tîm.

Meini prawf dymunol
Gwybodaeth ddaearyddol am Sir Gaerfyrddin. Ymwybyddiaeth o bolisïau a gweithdrefnau'r Awdurdod mewn perthynas â goruchwylio staff. Ymwybyddiaeth o brotocol Gofal Cwsmer yr Awdurdod. Profiad o roi cyfarwyddyd ac arweiniad i unigolion ac i dîm.

Sgiliau Iaith/ Cyfathrebu	Sgiliau Siarad	Sgiliau Ysgrifennu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Siarad Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 3**	**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 – y math o ddatgeliad** Nid oes angen gwiriad DBS **Adran B – y math o weithlu** Ddim yn berthnasol

Y RHESWM

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To be responsible for the safe, efficient and reliable driving of a vehicle within the refuse/recycling collection service to meet the needs of the residents and businesses of Carmarthenshire.
To be responsible for the supervision, direction and safety of the refuse/recycling loaders assigned to the crew

Key responsibilities

Operational Duties/Supervision of Crew

1. Drive and be responsible for any allocated collection vehicle, carrying out daily vehicle checks and routine maintenance in accordance with procedures as outlined in the daily defect inspection book, reporting all defects to the supervisor verbally or via the in-cab technology. Undertake cleansing and routine maintenance of the vehicle and any power mechanism fitted to the vehicle in accordance with the vehicle handbook and all respective training.

2. Steer the vehicle safely and ensure that road safety requirements are always adhered to in accordance with the highway code, to minimise the risk of personal injury to the crew and to members of the public, maintaining close communication with the crew to ensuring that all procedures and processes are undertaken in a safe and efficient manner.

3. Be responsible for the safe transportation and supervision of the Refuse/Recycling crew and always provide direct instruction and guidance to the team during all Refuse/Recycling activities and around the allocated route and at the designated discharge point.

4. Oversee the round's activities and resolve difficulties that could compromise the collection of refuse/recycling arising from issues such as parked vehicles, obstructions, communal collection points and illicit tipping in order to avoid missed collections and to reduce and control the risks to Health and Safety.

5. Assist the crew in the loading of relevant and appropriate Refuse/Recycling containers at required times to comply with divisional and services requirements and procedures.

6. Undertake route navigation and be responsible for the correct use of the in-cab data and electronic technology for route management including tachograph functions and for the recording and reporting of associated problems thereby contributing to the delivery of an effective and efficient service.

7. Comply with safe disposal site rules for unloading and weighing when tipping off at specified locations (transfer stations, landfill sites or recycling facilities).

8. Use own initiative to solve any operational problems, including unique collection requirements, contamination or issues relevant to the performance and safety of the

round ensure the service is delivered to the highest standard reporting decision and activity to the environmental supervisor.

9. To assist in direct engagement with the public to promote recycling messages and improve participation in the recycling schemes by proving guidance, support, and advice in a knowledgeable and polite manner

10. When required support other crews in the delivery and completion of the waste and recycling collection rounds, working dynamically to ensure all work is undertaken in a timely, safe, and effective manner.

11. Support in the development, design and efficiency of the designated collection routes. Whilst undertaking duties ensure the dynamic delivery of the service in the most efficient way.

General

1. Undertake all aspects of the work in accordance with the divisional/services policies and procedures defined including risk management principles, Safe Systems of Work and Code of Practice for Refuse & Recycling.

2. Keep up to date with relevant skills and knowledge by complying with any relevant personal development and training requirements, particularly in relation to driving and operating procedures to ensure that a safe, efficient and effective service is always provided.

3. Promote and maintain communication (including suggestions for improvement) and excellent working relationships with managers, supervisors, colleagues and crew members to abide by the Council's expected behavioral standards and contribute to the delivery of a high quality and improving refuse/recycling service.

4. Uphold the Authority's core values and maintain the principles of customer care in responding to any queries for the public in a polite manner to contribute to the delivery of a customer focused service.

5. Wear the allocated personal protective clothing and equipment at all required times to maintain personal safety and that of the crew. Ensure that requests for new equipment are submitted in accordance with service protocol and timescales.

6. Complete all paperwork and maintain records as appropriate (including timesheets, work schedules, accident reporting) in a clear and legible manner to comply with service requirements and reporting procedures.

Responsible for staff/equipment
Up to Three Refuse/Recycling Loaders
Reporting to
Environmental Supervisor

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Minimum large goods vehicle licence Category C

Willingness to comply with ongoing job-related training requirements, new information and instructions.

High Level of concentration and observational skills.

Job Related Skills and Competencies

Ability to identify and report vehicle defects

The ability to use physical effort for sustained periods of working.

Ability to record legible, accurate and timely information

Ability to use initiative and discretion to ensure deadlines are met and resolve difficulties

Ability to read and follow maps

Ability to use in-cab technology

Knowledge

Relevant Health & Safety legislation

Experience

Experience of power mechanism operation/operating various plant and machinery

Personal qualities

Ability to understand verbal and written instructions and interpret/follow daily work patterns

A flexible approach and the ability to demonstrate commitment towards achieving high standards in service delivery.

Good communication skills and the ability to maintain good working relationships.

Willingness to work in adverse weather conditions

Ability to lead a team and act on own initiative

Willingness to comply with service requirements in relation to personal protective clothing and equipment for self and crew members

Desirable Criteria

Geographical knowledge of Carmarthenshire
Awareness of Authority's policies and procedures pertinent to supervision of staff
Awareness of Authority's Customer Care protocol
Experience of providing instruction and guidance to individuals and a team.

Language/ Communication Skills	Spoken Level	Written level

Click on the link What level are you?

Welsh	**Spoken Level 2**	**Written level 1**
English	**Spoken Level 3**	**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**

JUSTIFICATION

ANY OTHER INFORMATION