Cyngor Abertawe
Swansea Council

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| **Teitl y Swydd:** | Gweithredwr Glanhau | | |
| **Rhif y safle:** | | | |
| **Cyfarwyddiaeth:** | Lle | | |
| **Ardal Wasanaeth & Adran:** | Parciau a Glanhau | | |
| **Rheolwr Uned:** | Arweinydd y Tîm | **Nifer yr adroddiadau uniongyrchol:** | |
| **Teulu swydd a phroffil rôl:** | OP20A | **Gradd: 3** | |

# DISGRIFIAD SWYDD

| **Crynodeb o'r rôl** | |
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| **Yn adrodd i:** | |
| **Diben y Post:** | Yn gyfrifol i'r Goruchwyliwr Gwaith a'r Rheolwr Ardal Weithredol i gwblhau ystod o ddyletswyddau gwasanaeth Glanhau penodol o fewn yr amser a neilltuwyd yn ystod y dydd dan oruchwyliaeth uniongyrchol. |
| **Cyfrifoldebau Allweddol:** | 1. Cyflawni dyletswyddau sy'n cynnwys, ond heb fod yn gyfyngedig i, cynnal a chadw a glanhau'r amgylchedd a fabwysiadwyd yn gyffredinol, gan gynnwys ysgubo â llaw neu gasglu sbwriel. Casglu a symud gwastraff, chwilio am dystiolaeth i wastraff, clirio tir, tynnu chwyn, baw, malurion a dail, tynnu postio pryfed, taflu pryfed, graffiti a baedreddi cŵn. Gall tasgau ychwanegol gynnwys clirio eira a graeanu'r briffordd a thasgau cynnal a chadw arferol gan ddefnyddio offer priodol.<br>2. Sicrhewch fod yr holl waith a wneir yn unol ag arferion gwaith cywir gan gydymffurfio â gofynion iechyd a diogelwch.<br>3. Sicrhewch storio llwytho/dadlwytho cywir, effeithlon, diogel a sicr yr holl ddeunyddiau gwastraff, offer, offer a pheiriannau bob amser.<br>4. Gall y dyletswyddau gynnwys gyrru cerbydau hyd at 3.5 tunnell gan gydymffurfio â holl ofynion polisi'r gyrrwr. h.y. gwiriadau gyrrwr, glanhau, ac ati<br>5. Cynnal a chadw offer o ddydd i ddydd yn ôl yr angen.<br>6. Cyflawni dyletswyddau sy'n cydymffurfio â gofynion Pennod 8 os yw'n berthnasol.<br>7. Gwaith ar ddodrefn ac offer stryd e.e. codi, trwsio a/neu ddatgymalu biniau, bolardiau, ac ati. |

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| | Ymgymryd â'r fath ddyletswyddau a thasgau eraill sy'n briodol i radd a chymeriad y gwaith ag y gellir eu gofyn yn rhesymol. Felly, ni ddylid ystyried y rhestr uchod o gyfrifoldebau yn y disgrifiad swydd hwn yn unigryw nac yn gyflawn. |
| **Dyletswyddau ychwanegol:** | |
| **Amgylchiadau Gwaith Swydd** | 1. Mae'r rôl hon yn gofyn am wydnwch o ran gweithio yn yr awyr agored ym mhob tywydd.<br>2. Amlygiad i amrywiaeth o beryglon mewn amodau safle, gan gynnwys gweithio ar dir tonnog a llethrau/glannau o wahanol raddau, cyswllt achlysurol â hylifau corfforol dynol a gwastraff, gwastraff anifeiliaid ac offer camddefnyddio cyffuriau.<br>3. Defnyddiwch offer â llaw fel casglwyr sbwriel, rhawiau a banadl.<br>4. Defnyddio offer/offer wedi'u pweru megis chwythwyr ac offer jetwash.<br>5. Ymgymryd â gwaith unigol o bryd i'w gilydd<br>6. Cyflawni gwaith corfforol heriol sy'n cynnwys defnyddio offer llaw, clirio tir â llaw, codi trwm ailadroddus a llafurio. |

# MANYLEB Y PERSON

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| **Addysg, Cymwysterau a Hyfforddiant** | |
| **Hanfodol** | Rhif a Llythrennedd Oedolion Lefel 1 neu gyfwerth |
| **Dymunol** | |
| **Tystiolaeth** | Rhaid darparu pob tystysgrif cymhwyster mewn cyfweliad i'w dilysu. |
| **Sgiliau / Cymhwysedd Technegol / Proffesiynol** | |
| **Hanfodol** | |
| **Dymunol** | |
| **Tystiolaeth** | Ardystiad a/neu gofrestru/CPD dilys. |
| **Profiad** | |
| **Hanfodol** | Gwybodaeth, dealltwriaeth a chymhwyso iechyd a diogelwch yn y gweithle. |
| **Dymunol** | Profiad o gynnal a chadw a glanhau strydoedd yn gyffredinol |
| **Tystiolaeth** | Yn y cyfweliad, yna yn y post |
| **Cymwyseddau a Galluoedd** | |
| **Hanfodol** | • Y gallu i gyfathrebu'n effeithiol ar lafar<br>• Y gallu i ddilyn cyfarwyddiadau a gweithdrefnau<br>• Sgiliau datrys problemau sy'n gymesur â'r rôl<br>Y gallu i weithio fel rhan o dîm |
| **Dymunol** | • Defnyddio peiriannau golchi pŵer<br>• Tynnu graffiti |
| **Tystiolaeth** | Y gallu i weithio fel rhan o dîm |
| **Gofyniad Arall** | |
| **Hanfodol** | |
| **Dymunol** | |

| Tystiolaeth | Yn y cyfweliad, yna yn y post |
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| Gwyliadwriaeth a Monitro Iechyd | |
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| Bydd y swydd hon yn ei gwneud yn ofynnol i'r deiliad swydd gymryd rhan mewn gweithdrefnau gwyliadwriaeth a monitro iechyd. | ☐ |

**Diogelu**

Mae'r Awdurdod, yn unol â'r Polisi Diogelu Corfforaethol, wedi ymrwymo i ddiogelu a hyrwyddo lles plant, pobl ifanc ac oedolion ac mae'n disgwyl i bob aelod o staff a gwirfoddolwyr rannu'r ymrwymiad hwn. Mae'r Awdurdod yn disgwyl i bob aelod o'r staff ymgymryd â'r hyfforddiant diogelu gorfodol a chadw'n gyfredol â hynny ar gyfer diogelu plant ac oedolion.

**Cyfle cyfartal**

Bydd ymgeiswyr yn dangos bod pob gweithgaredd yn cael ei gyflawni yn unol â Deddf Cydraddoldeb 2010 a Pholisi a Gweithdrefnau Cyfle Cyfartal Cyngor Abertawe.
Rhaid i bob gweithiwr a rheolwr fod yn ymwybodol o'r Ddeddf Cydraddoldeb fel y caiff ei hystyried yn eu gwaith, lle bo'n berthnasol, sicrhau cydymffurfiaeth â deddfwriaeth.

**Gwerthoedd y Cyngor**

Mae gwaith y Cyngor wedi'i ategu gan dri gwerth craidd sy'n llywio sut mae'r sefydliad yn gweithredu a sut y caiff gwasanaethau eu darparu.
**Mae People Focus** yn sicrhau bod y Cyngor yn blaenoriaethu anghenion a chanlyniadau cymunedau lleol tra'n parchu, gwerthfawrogi a chefnogi ei weithwyr.
**Mae Working Together** yn adlewyrchu ymrwymiad y Cyngor i gydweithio ar draws gwasanaethau a chyda phartneriaid allanol er mwyn gwneud y mwyaf o adnoddau a chyflawni'r canlyniadau gorau i gymunedau Abertawe. Mae **arloesedd** yn gyrru'r Cyngor i feddwl a gweithio'n wahanol, gan annog syniadau a dulliau newydd sy'n helpu i ateb heriau ariannol, demograffig a chymdeithasol tra'n gwella darpariaeth gwasanaethau'n barhaus.

| Gofynion Iaith Gymraeg ar gyfer y post hwn<br>Gwybodaeth Asesu Sgiliau Iaith Gymraeg | | | |
|---|---|---|---|
| **Deall** | Lefel: 1 | **Siarad** | Lefel: 1 |
| **Darllen** | Lefel: 1 | **Ysgrifennu** | Lefel: 1 |
| **Yn seiliedig ar yr uchod, mae'r gofyniad ar gyfer y post hwn fel a ganlyn:** | | | |
| **Hanfodol** | ☐ | **Dymunol** | ☒ |
| **I'w ddysgu** | ☐ | **Ddim yn ofynnol** | ☐ |

| Gwasanaeth Datgelu a Gwahardd (DBS)<br>Mae'r post hwn yn ei gwneud yn ofynnol i ddeiliad y swydd gael y lefel o ddatgeliad DBS fel y nodir isod: | | | |
|---|---|---|---|
| **Wedi'i wella** ☐ | **Safonol** ☐ | **Sylfaenol** ☐ | **Dim** ☒ |

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| **Adolygiad/ Hawl i amrywio:** | Mae'r Fanyleb Person hon fel sy'n berthnasol ar hyn o bryd a bydd yn cael ei hadolygu'n rheolaidd yn unol â'r Polisi Adolygu Rheoli Perfformiad a'r broses Adolygu a Gwerthuso Datblygu Perfformiad. Gall y Fanyleb Swydd a'r Manyleb Person fod yn destun Amrywiad arall o fewn cylch gwaith y Proffil Rôl. |

| Llofnodwch | | | |
|---|---|---|---|
| **Deiliad y Swydd:** | | **Dyddiad:** | |

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|---|---|
| **Job Title:** | Cleansing Operative |
| **Position Number:** | |

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|---|---|---|---|
| **Directorate:** | Place | | |
| **Service Area & Section:** | Parks and Cleansing | | |
| **Unit Manager:** | Team Leader | **Number of direct reports:** | |
| **Job Family & Role Profile:** | OP20A | **Grade: 3** | |

# JOB DESCRIPTION

| **Summary of Role** | |
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| **Reporting to:** | |
| **Purpose of the Post:** | Responsible to the Working Supervisor and Operational Area Manager to complete a range of given Cleansing service duties within the allotted time during the day under direct supervision. |
| **Key Responsibilities:** | 1. Deliver duties that include but are not limited to general maintenance and cleansing of the adopted environment including manual sweeping or litter picking. Collection and removal of waste, searching waste for evidence, land clearance, removal of weeds, dirt, detritus and leaves, removal of fly posting, fly tipping, graffiti and dog fouling. Additional tasks may include snow clearance and gritting the highway and routine maintenance tasks using appropriate tools.<br>2. Ensure all work undertaken is in accordance with correct working practices with adherence to health and safety requirements.<br>3. Ensure the correct, efficient, safe and secure loading/unloading storage of all waste materials, tools, equipment and machinery at all times.<br>4. Duties may include driving vehicles up to 3.5 tonne adhering to all driver policy requirements. i.e. driver's checks, cleaning, etc<br>5. Day to day maintenance of equipment as required.<br>6. Carrying out duties adhering to Chapter 8 requirements if applicable.<br>7. Work on street furniture and equipment e.g. erection, fixing and/or dismantling of bins, bollards, etc.<br><br>Undertake such other duties and tasks appropriate to the grade and character of work as may reasonably be required. Therefore, the above list of responsibilities in this job description should not be regarded as exclusive or exhaustive. |
| **Additional Duties:** | |
| **Job Working Circumstances** | 1. This role requires resilience with regard to working outdoors in all weather conditions.<br>2. Exposure to a variety of hazards in site conditions, including working on undulating ground & slopes/banks of various degrees, occasional contact with human bodily fluids and waste, animal waste and drug misuse paraphernalia.<br>3. Use manual equipment such as litter pickers, shovels, and brooms.<br>4. Use of powered tools/equipment such as blowers and jetwash equipment.<br>5. Undertake lone working on occasion<br>6. Carry out physically demanding work that involves use of hand tools, manual clearing of grounds, repetitive heavy lifting and labouring. |

# PERSON SPECIFICATION

| Education, Qualifications & Training | |
|---|---|
| **Essential** | Adult Numeracy and Literacy Level 1 or equivalent |
| **Desirable** | |
| **Evidence** | All qualification certificates to be provided at interview for validation. |
| **Skills /Technical / Professional Competence** | |
| **Essential** | |
| **Desirable** | |
| **Evidence** | Valid certification and/or registration/CPD. |
| **Experience** | |
| **Essential** | Knowledge, understanding and application of health and safety in the workplace. |
| **Desirable** | Experience of general street maintenance and cleansing |
| **Evidence** | At interview, then in post |
| **Competencies & Abilities** | |
| **Essential** | • Ability to communicate effectively verbally<br>• Ability to follow instructions and procedures<br>• Problem solving skills commensurate with the role<br>Ability to work as part of a team |
| **Desirable** | • Use of power wash machinery<br>• Graffiti removal |
| **Evidence** | Ability to work as part of a team |
| **Other Requirement** | |
| **Essential** | |
| **Desirable** | |
| **Evidence** | At interview, then in post |
| **Health Surveillance and Monitoring** | |
| This post will require the post holder to take part in health surveillance and monitoring procedures. | ☐ |
| **Safeguarding** | |
| The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults. | |
| **Equal Opportunities** | |
| Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and Swansea Council's Equal Opportunities Policy and Procedures.<br>All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation. | |
| **Council Values** | |
| The Council's work is underpinned by three core values that guide how the organisation operates and how services are delivered.<br>**People Focus** ensures that the Council prioritises the needs and outcomes of local communities while respecting, valuing, and supporting its employees.<br>**Working Together** reflects the Council's commitment to collaboration across services and with external partners to maximise resources and achieve the best outcomes for Swansea's communities. | |

**Innovation** drives the Council to think and work differently, encouraging new ideas and approaches that help meet financial, demographic, and societal challenges while continually improving service delivery.

| Welsh Language Requirements for this post<br>Welsh Language Skills Assessment Information | | | |
|---|---|---|---|
| **Understanding** | Level: 1 | **Speaking** | Level: 1 |
| **Reading** | Level: 1 | **Writing** | Level: 1 |
| **Based on the above, requirement for this post is as follows:** | | | |
| **Essential** | ☐ | **Desirable** | ☒ |
| **To be learned** | ☐ | **Not required** | ☐ |

| Disclosure and Barring Service (DBS)<br>This post requires the postholder to have the level of DBS disclosure as indicated below: | | | |
|---|---|---|---|
| **Enhanced** ☐ | **Standard** ☐ | **Basic** ☐ | **None** ☒ |

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| **Review/ Right to vary:** | This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile. |

| Sign off | | | |
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| **Post Holder:** | | **Date:** | |