

## **SWYDD DDISGRIFIAD**

**TEITL Y SWYDD:**           **TECHNEGYDD - PEIRIANNEG**

**STATWS:**                   **PARHAOL, 17 AWR YR WYTHNOS – 40 WYTHNOS Y FLWYDDYN**

**GRADDFA:**               **GRADDFA 3 - £9,110.57 - £9,513.07 Y FLWYDDYN  
(£21, 514 - £22, 464 AR SAIL LLAWN AMSER)**

**LLEOLIAD:**               **CAMDA - DOLGELLAU**

**YN ATEBOL I:**           **RHEOLWR MAES RHAGLEN**

### **PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:**

1. Archebu, derbyn, storio, monitro a chydlynu'r holl stoc a sicrhau bod y lefelau stoc yn cael eu cynnal o fewn y gyllideb ar gyfer yr holl weithdai sy'n gysylltiedig â'r swydd hon.
2. Sicrhau bod archebion yn gywir ac yn cwrdd â safonau ansawdd yr adran.
3. Gweithio gyda staff perthnasol, cynorthwyo a chynghori dysgwyr i ddewis cydrannau ac eitemau addas wrth iddynt baratoi ar gyfer asesiadau, prosiectau a chystadlaethau yn ôl y gofyn.
4. Ynysu neu roi offer diffygiol/wedi difrodi mewn cwarantyn ac atgyweirio neu drefnu gwasanaeth allanol i atgyweirio'r offer.
5. Gwirio gweithrediad a diogelwch offer cyn ei gomisiynu. Comisiynu'r offer a rhoi gwybod i staff a dysgwyr bod yr offer ar gael i'w ddefnyddio ac yn cwrdd â'r safonau rheoleiddio gofynnol.
6. Paratoi defnyddiau, offer ac adnoddau ar gyfer defnydd y dysgwyr pan ofynnir amdanynt gan diwtoriaid, darlithwyr a hyfforddwyr.
7. Gweithio'n agos gyda chyflogwyr i ddatblygu rigiau hyfforddi penodol ar gyfer y diwydiant yn ôl y gofyn.
8. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y gweithdy, cyfleusterau ac offer.

9. Cynorthwyo tiwtoriaid, darlithwyr a hyfforddwyr wrth baratoi rigiau dysgu.
10. Sicrhau o ddydd i ddydd bod y gweithdai, yr offer, y theclynnau a'r defnyddiau, gan gynnwys y dull o'u storio a'u pentyrru, yn cydymffurfio â Deddf Iechyd a Diogelwch yn y Gwaith 1974 a sicrhau bod Asesiad Risg yn digwydd yn rheolaidd.
11. Cysylltu â'r staff perthnasol e.e. y Swyddog Iechyd a Diogelwch ynglŷn â chofnodi ac adrodd am ddigwyddiadau yn y gweithdy ac i gael cyngor am arfer da ym maes Iechyd a Diogelwch. .
12. Cynorthwyo tiwtoriaid, darlithwyr a hyfforddwyr i gydymffurfio â gweithdrefnau Iechyd a Diogelwch a'u datblygu.
13. Cymryd cyfrifoldeb am ddiogelwch pob maes sy'n gysylltiedig â'r rôl hon yn eitem 1.
14. Paratoi defnyddiau i fyfyrwyr eu defnyddio wrth gael eu hyfforddi a'u hasesu a chynorthwyo tiwtoriaid, myfyrwyr, hyfforddwyr a dysgwyr gyda gweithgareddau ymarferol.
15. Paratoi ardaloedd asesu ac offer ar gyfer asesiadau myfyrwyr yn ôl yr angen.
16. Datgysylltu ymarferion ymarferol ac arbed defnyddiau i'w haildefnyddio.
17. Gwasanaethu a gwneud gwaith cynnal a chadw ar yr holl beiriannau pŵer symudol a statig (yn cynnwys turnau, peiriannau melino a driliau pilar) gan sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser gan nodi unrhyw ddiffygion i'r tiwtoriaid, darlithwyr a hyfforddwyr.
18. Gwasanaethu a chynnal a chadw'r holl offer a theclynnau i sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser.
19. Cadw cofnodion stoc cyfredol o offer a chyfarpar a nwyddau traul ac archebu rhai newydd yn ôl gofyn Darlithwyr, Tiwtoriaid a Hyfforddwyr.
20. Cynnal a chadw cofnodion a gwaith monitro ymarferion yn y gweithdy e.e. Iechyd a Diogelwch, yn cynnwys asesiadau risg a digwyddiadau.
21. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb; h.y. ardaloedd gwaith, ardaloedd agored, stordai, ayb, sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr o fewn eich cyfrifoldeb.
22. Gweithio gydag aelodau eraill o staff i sicrhau disgyblaeth.
23. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen.

24. Goruchwyllo amserlen ddyddiol technegwyr ar brentisiaeth a'u cynorthwyo i gyflawni cymwyseddau angenrheidiol.
25. Cysylltu â Rheolwr y Rhaglen yn gyson ynglŷn ag arferion defnyddio a monitro offer a chyfarpar yn y gweithdai.
26. Cynnal asesiad risg gweithdy ar unrhyw ddarn newydd o offer neu newid yn arferion a defnydd y gweithdy.
27. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.

## **JOB DESCRIPTION**

**POST TITLE:**               **TECHNICIAN - ENGINEERING**

**STATUS:**                   **PERMANENT - 17 HOURS A WEEK – 40 WEEKS A YEAR**

**GRADE:**                   **GRADE 3- £9,110.57 - £9,513.07 PER ANNUM  
(£21, 514 - £22, 464 ON A FULL TIME BASIS)**

**LOCATION:**               **CAMDA - DOLGELLAU**

**LINE MANAGEMENT ACCOUNTABILITY TO:** Programme Area Manager for

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Make orders with approved suppliers and receive, store, monitor and coordinate all stock materials and ensure stock levels are maintained within budget for all the workshops allocated to this role.
2. Ensure orders are correct and meet the quality requirements of the department.
3. Working with the relevant staff, help and advice learners in the selection of suitable components and items in preparation for assessments, projects and competitions, as appropriate.
4. Isolate or quarantine faulty or damaged equipment and make good or order external services to make good the equipment.
5. Check the operation and safety of equipment before commissioning. Commission the equipment and make staff and learners aware that equipment is in use and meets the required regulatory standards.
6. Preparation of materials, equipment and resources for learners' usage as and when requested by Tutors, Lecturers and Instructors.
7. Work closely with employers to develop industry specific training rigs as and when required.
8. Work with Programme Manager and relevant staff to implement any changes regarding workshop layout, facilities and equipment.
9. Support Tutors, Lecturers and Instructors in the preparation of 'learning rigs'.

10. Ensure on a day-to-day basis that workshops, tools, equipment and materials including storage and stacking comply with all safety requirements and those of the Health & Safety at Work Act 1974 and regular Risk Assessment is carried out.
11. Liaise with relevant staff e.g. H&S Officer regarding reporting and recording of workshop incidents and to ascertain general H&S good practice advice.
12. Support Tutors, Lecturers and Instructors in the development and continued compliance of Health and Safety procedures.
13. Assume responsibility for security of all workshop areas allocated to this role in item 1.
14. Prepare materials for students to use during training and assessment assisting Tutors, Lecturers, Instructors and learners with practical activities.
15. Prepare assessment areas and equipment for student assessment as required.
16. Dismantle practical exercises and salvage material for re-use.
17. Carry out routine servicing and maintenance of all portable power and static machines (including lathes, milling machines & pillar drills) ensuring their effective use at all times reporting any defects to tutors, lecturers and Instructors.
18. Service and maintain all hand tools and equipment to ensure effective use at all times.
19. Maintain up to date stock records of tools, equipment and consumables and order new as required by Lecturers, Tutors and Instructors.
20. Maintain documentation recording and monitoring regarding workshop practices e.g. Health & Safety including risk assessments and incidents.
21. Maintain good housekeeping practice within the areas of responsibility; i.e. working areas, open areas, stores, etc. ensuring a clean safe working environment for all students, staff and visitors within your area of responsibility.
22. Working with other staff to ensure student discipline is maintained.
23. Take part in meetings, staff development & other staff events as requested by the Programme Area Manager.
24. Supervise the daily schedule of apprentice technicians to support them in achieving their required competencies.
25. Liaise with the Programme Manager on a regular basis regarding the implementation and monitoring practices of equipment and apparatus within workshops.

26. Perform workshop risk assessments for any new equipment and changing workshop usage and practices.
27. Perform any other duties, which may be reasonably requested by the Programme Area Manager.

## TECHNEGYDD – PEIRIANNEG

### MANYLEB Y PERSON

	Hanfodol	Dymunol
<i>Cymwysterau</i>	<p>Cymhwyster Lefel 2 mewn Peirianeg NVQ neu gyfateb</p> <p>Cymhwyster Iechyd a Diogelwch neu barodrwydd i'w hennill yn y 6 mis cyntaf</p>	<p>Cymhwyster Cymorth Cyntaf Trwydded yrru sydd yn lân a chyfredol</p> <p>Cymhwyster Lefel 2 mewn Peirianeg NVQ neu gyfateb</p>
<i>Profiad</i>	<p>Profiad o weithio yn y sector Peirianeg</p>	<p>Profiad o weithio mewn gwahanol sefydliadau o fewn y diwydiant Peirianeg</p> <p>Profiad o oruchwylio mewn ardal gweithdy /cynnal a chadw</p> <p>Profiad o wneud asesiadau risg yn y gweithle</p>
<i>Sgiliau Cyffredinol</i>	<p>Yn hyderus i sicrhau gweithredu arferion diogel yn y gweithdy.</p> <p>Sgiliau rhyngbersonol effeithiol</p> <p>Sgiliau cyfathrebu rhagorol</p> <p>Sgiliau TG effeithiol</p> <p>Sgiliau trefniadol effeithiol</p> <p>Gallu gweithio'n effeithiol fel rhan o dîm</p>	<p>Gallu defnyddio ystod o dechnegau TGD</p>
<i>Priodoleddau Personol</i>	<p>Yn hyblyg ac yn ymatebol i newid</p> <p>Hunan-hyderus</p> <p>Yn frwdfrydig ac a chymhelliant cryf</p>	<p>Ymrwymiad i gymryd rhan mewn rhaglen datblygu staff fel bod angen/priodol</p>
<i>Sgiliau Ieithyddol</i>	<p>Gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg</p>	

## TECHNICIAN – ENGINEERING

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications</i>	<p>Level 2 qualification in Engineering – NVQ or equivalent</p> <p>Health and safety Qualifications or willing to achieve in the first 6 months.</p>	<p>First Aid Qualification</p> <p>Current and clean driving licence</p> <p>Level 3 qualification in Engineering – NVQ or equivalent</p>
<i>Experience</i>	<p>Experience of working in the Engineering sector</p>	<p>Experience of working in different establishments within the Engineering industry</p> <p>Supervisory responsibility in workshop area/operations and maintenance</p> <p>Experience of undertaking risk assessments in the workplace</p>
<i>General skills</i>	<p>Confident to enforce safe workshop practices.</p> <p>Effective interpersonal skills</p> <p>Excellent communication skills</p> <p>Effective IT skills</p> <p>Organisational skills</p> <p>Able to work effectively as part of a team</p>	<p>Able to use a range of IT techniques</p>
<i>Personal Attributes</i>	<p>Flexible and responsive to change</p> <p>Self-confident</p> <p>Enthusiastic and self-motivated</p>	<p>Commitment to undertake the Staff Development programme as required/relevant</p>
<i>Linguistic skills</i>	<p>Ability to communicate effectively in both Welsh and English</p>	



