SWYDD DDISGRIFIAD

TEITL Y SWYDD:	**TECHNEGYDD, GWASANAETHAU ADEILADU (YSTADAU'R GRŴP)**
STATWS:	**PARHAOL, 37 AWR YR WYTHNOS**
GRADDFA	**GRADDFA 5, PWYNTIAU 25 - 28** **£24, 352 - £26, 425 Y FLWYDDYN**
Lleoliad:	**BANGOR (yn cael ei adolygu): (OND YN GWEITHIO AR HOLL SAFLEOEDD Y GRŴP)**

RHEOLWR LLINELL/YN ATEBOL I'R:
Rheolwr Ystadau (goruchwyliaeth o ddydd i ddydd gan Beiriannydd y Gwasanaethau Adeiladu)

CWMPAS A PHWRPAS CYFFREDINOL Y SWYDD:
Coleg Addysg Bellach mawr yng Ngogledd Cymru yw Grŵp Llandrillo Menai. Mae wedi'i leoli ar 14 safle ledled siroedd Conwy, Dinbych, Gwynedd a Môn.
Mae rôl Swyddog y Gwasanaethau Ystadau yn allweddol ar gyfer darparu amgylchedd gwaith addas i staff a dysgwyr. Mae deiliaid y swydd hon yn cefnogi gwaith y tîm Gwasanaethau Adeiladu drwy drefnu presenoldeb rheolaidd ar safleoedd a rhannu offer allweddol. Yn ogystal, deiliad y swydd yw'r swyddog CCTV awdurdodedig ar gyfer y Grŵp ac mae'n gyfrifol am sicrhau bod y sefydliad yn cydymffurfio â rheoliadau GDPR ac am gydweithio â'r Heddlu ac Uwch Dîm Rheoli GLlM pan ofynnir am ddelweddau CCTV.

PRIF DDYLETSWYDDAU:
Gan adrodd i Beiriannydd y Gwasanaethau Adeiladu, bydd deiliad y swydd yn sicrhau bod y systemau y mae'n gyfrifol amdanynt yn cael eu cadw mewn cyflwr da a bod gwaith gwasanaethu ac atgyweirio'n digwydd yn rheolaidd gan fodloni gofynion deddfwriaethol, a bod cofnodion yn cael eu cadw pan fo hynny'n briodol. Ar gyfer gweithredu teledu cylch cyfyng (CCTV), bydd angen trwydded berthnasol gan yr SIA (Security Industry Authority).

1. Gwneud gwaith cynnal a chadw ar adeiladau amrywiol ledled safleoedd y Grŵp, gan gynnwys gwasanaethau adeiladu mewn perthynas â larymau tân, larymau lladron, profi goleuadau argyfwng, drysau awtomatig, cyfarpar diffodd tân, drysau roler a weithredir gan bŵer, lifftiau, systemau cloi mewn argyfwng a systemau CCTV.
2. Cynorthwyo swyddogion Iechyd a Diogelwch i gynnal gwiriadau ac ymarferion rheolaidd ar y safleoedd fel profi larymau tân ac ati.
3. Sicrhau bod y systemau y mae'n gyfrifol amdanynt yn gweithio'n effeithiol, a rhoi gwybod i Beirianwyr y Gwasanaethau Adeiladu a'r Rheolwr Ystadau am ddiffygion ac ati.
4. Galw darparwyr gwasanaethau i gywiro diffygion ac i wneud gwaith cynnal a chadw a

gynlluniwyd i'r holl systemau.

5. Mewn perthynas â'r systemau canlynol: systemau tân, cyfarpar diffodd tân, systemau atal lladron, systemau CCTV, drysau mynediad awtomatig, drysau roler a weithredir gan bŵer, lifftiau, systemau mynediad a systemau cloi mewn argyfwng:
    a. Sicrhau eu bod yn gweithio'n iawn a rhoi gwybod i ddarparwyr y gwasanaethau os bydd angen rhoi sylw i unrhyw ddiffygion.
    b. Cydweithio â darparwyr y gwasanaethau i sicrhau bod yr offer yn bodloni gofynion deddfwriaethol.
    c. Trafod ehangu a/neu uwchraddio systemau ac offer a gofyn am ddyfynbrisiau am y gwaith.
    d. Darparu adroddiadau a chadw cofnodion ar systemau'r Grŵp ar gyfer y Rheolwr Ystadau a Pheirianwyr y Gwasanaethau Adeiladu.
    e. Ymateb i bob hysbysiad am ddiffygion a wneir o holl safleoedd y coleg a rhoi gwybod i ddarparwyr y gwasanaethau. Cadw golwg ar y gwaith atgyweirio yn ôl y galw
    f. Gweithio gyda darparwyr y gwasanaethau i sicrhau bod yr holl waith cynnal a chadw a gwaith ataliol a gynlluniwyd yn cael ei wneud
6. Bod yn gyfrifol am systemau CCTV ar bob safle gan sicrhau bod y data'n cael ei storio'n unol â gofynion deddfwriaethol a bod y ffurflenni priodol yn cael eu llenwi ar gyfer cofnodi data. Cydweithio â'r heddlu neu'r uwch dîm rheoli fel y bo'n briodol.
7. Ar gyfer systemau diogelwch y safleoedd, monitro'r defnydd o ddrysau / systemau mynediad i adeiladau, cloi a datgloi drysau awtomatig o bell os oes angen, dosbarthu ffobiau/cardiau mynediad ledled y Grŵp

DATBLYGU SYSTEMAU YMHELLACH:

1. Asesu anghenion y dyfodol a datblygiad systemau gyda'r Rheolwr Ystadau a Pheirianwyr y Gwasanaethau Adeiladu
2. Cyfarfod â darparwyr gwasanaethau i gynllunio a datblygu systemau ac adrodd i'r Rheolwr Ystadau a Pheirianwyr y Gwasanaethau Adeiladu ynghylch prosiectau a dyfynbrisiau.
3. Pan fo hynny'n briodol, gofyn am dri dyfynbris ar gyfer prosiectau.

DYLETSWYDDAU ERAILL:

1. Mynychu cyfarfodydd tîm
2. Darparu cefnogaeth dechnegol (dros y ffôn / ar-lein) pan elwir arnoch a mynd i'r safleoedd mewn argyfyngau yn unig.
3. Cynorthwyo'r Uned SHE i gynnal gwiriadau diogelwch a monitro
4. O bryd i'w gilydd cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â lefel y swydd os bydd y Rheolwr Ystadau yn gofyn i chi wneud hynny.

MANYLEB DEILIAD Y SWYDD

	HANFODOL	DYMUNOL
Addysg / Cymwysterau	Y gallu i yrru a mynediad i gerbyd **YN OFYNNOL O FEWN CYFNOD PENODOL I DDECHRAU YN Y SWYDD** ● Yn meddu ar neu'n barod i ennill trwydded gweithredu teledu cylch cyfyng gan yr SIA ● Modiwlau hyfforddiant cynefino Diogelu a Prevent	● Cerdyn CSCS ● Cymhwyster Cymorth Cyntaf ● Trwydded gweithredu teledu cylch cyfyng gan yr SIA
Profiad	● Trefnu gwasanaeth/atgyweiriadau i offer amrywiol	● Ymateb i alwadau brys
Sgiliau	● Sgiliau cyfathrebu da a gallu i ddilyn cyfarwyddiadau'n ofalus pan fydd angen ● Defnyddiwr cymwys o becynnau TG ● Y gallu i weithio’n annibynnol ● Sgiliau trefnu da ● Y gallu i weithio i amserlenni tynn ● Y gallu i weithio’n annibynnol ac mewn tîm	● Y gallu i gyfathrebu drwy gyfrwng y Gymraeg a’r Saesneg
Nodweddion personol	● Y gallu i weithio o fewn ffiniau proffesiynol ● Aelod brwdfrydig o dîm ● Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus ● Y gallu i ddygymod â gweithio mewn amgylchedd prysur ● Dibynadwy ● Y gallu i weithio gyda thîm mawr. ● Agwedd hyblyg at oriau gwaith ● Y gallu i wasanaethu cwsmeriaid mewn modd effeithlon, cwrtais a phroffesiynol ● Ymgymryd â Datblygiad Proffesiynol Parhaus a nodwyd yn ystod arfarniad blynyddol neu'n ôl y galw yn ystod y flwyddyn.	
Gwybodaeth	● Gwybodaeth am systemau adeiladu perthnasol, gan gynnwys larymau tân, larymau lladron, CCTV ac ati. ● Gwybodaeth ymarferol dda o systemau perthnasol	Dealltwriaeth dda o ddeddfwriaeth diogelwch (LOLER, PUWER, COSHH)

Mae gofyn i ddeiliad y swydd hon gael Tystysgrif gan y Gwasanaeth Datgelu a Gwahardd.

JOB DESCRIPTION

POST TITLE	**BUILDING SERVICES TECHNICAN (GRŴP ESTATES)**
STATUS	**PERMANENT, 37 HOURS PER WEEK**
GRADE	**SCALE 5, POINTS 25 – 28 £24, 352 - £26, 425 PER ANNUM**
LOCATION	**BANGOR (under review): (BUT COVERING ALL Grŵp SITES)**

LINE MANAGEMENT AND ACCOUNTABILITY TO:
Estates Manager (day to day supervision by Building Services Engineer)

SCOPE AND GENERAL PURPOSE OF JOB:
Coleg Llandrillo-Menai is a large Further Education College in North Wales based across 14 sites throughout Anglesey, Gwynedd, Conwy, and Denbighshire counties.
The Estates Services Officer role is key to the provision of a suitable working environment for staff & learners. The holder of this role supports the operation of the Building Services team by organising routine and breakdown attendance to sites for key equipment. In addition the role holder acts as the CCTV authorised person for the Grŵp ensuring compliance with GDPR and liaising with Police and GLLM Senior Management requesting CCTV footage.

MAIN DUTIES:
Reporting to the Building Services Engineer, the post holder will ensure that systems under his/her control are kept in good working order and that servicing/repairs are up to date, meeting legislative requirements, and where applicable records are kept. For CCTV operation a relevant SIA (security Industry Authority) licence will be required.

1. Covering all the Grŵp premises in maintaining various building services to include, Fire alarms, intruder alarms, emergency lighting testing, automatic doors, firefighting equipment, power operated shutter doors, lifts, access systems, lockdown systems and CCTV systems
2. Assists the Health and Safety officers with regular checks and exercises on the sites to include fire alarm tests, fire logs, etc
3. Ensures the efficient running of the systems under his control, and reports faults etc. to the Building Services Engineers and the Estates Manager.
4. Calls in service providers to rectify faults and undertake planned maintenance for all systems.

5. To ensure the followings systems including fire systems, firefighting equipment, intruder systems, CCTV systems, automatic entrance doors, power operated shutter doors, lift,,access systems and lockdown systems are:
    a. In good working order and notify service providers of any defects requiring attention.
    b. Liaise with the service provider to ensure equipment meets legislative requirements.
    c. Discuss expansion and or upgrading as appropriate of systems and equipment and obtain quotations for the works.
    d. Provide reports and keep records on the Grŵp systems for the Estates Manager and Building Services Engineers.
    e. Respond to all notifications of faults from all Grŵp sites and notify service provider, follow up repairs as necessary
    f. Work with service provider to ensure all planned and preventative maintenance takes place
6. For CCTV attends all sites and ensures Data is stored as per the legislative requirements and appropriate forms are completed for the recording of data, liaise with senior management or police as appropriate.
7. For site security systems monitor usage of door / building access systems, remotely override automatic door locks remotely if required, enable the Grŵp wide distribution of access fobs/cards

FUTURE DEVELOPMENT OF SYSTEMS:

1. Assesses future needs and development of the systems with the Estates Manager and Building Services Engineers
2. Meets Service providers to plan and develop systems and reports to Estates Manager and Building Services Engineers with a project and quotations.
3. Where applicable, obtains three quotations for the project.

OTHER DUTIES:

1. Attend to team meetings
2. Provide technical support (over the phone / online) during call outs and attend sites in emergency situations only.
3. To support the SHE unit in safety checks and monitoring
4. From time to time carry out other duties commensurate with the level if requested to do so by the Estates Manager

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education/ Qualifications	The ability to drive and access to a vehicle **REQUIRED WITHIN AGREED TIMESCALE OF STARTING ROLE** ● SIA CCTV operator's licence, or willingness to obtain the same ● Safeguarding & Prevent / induction training modules	● CSCS card ● First Aid qualification ● SIA CCTV operator's licence
Experience	● Arranging servicing / breakdown repairs for a variety of equipment	● Responding to emergency call outs.
Skills	● Good communication skills and ability to follow instructions closely when required ● Competent user of IT package ● Ability to work independently ● Good organisational skills. ● Ability to work to tight deadlines ● To work independently and/or part of a team.	● The ability to communicate through the medium of Welsh and English
Personal attributes	● Ability to work within professional boundaries ● An enthusiastic team member ● Commitment to further and continuous personal and professional development ● Be able to cope in a busy environment ● Be reliable and trustworthy. ● The ability to work with a large team. ● Flexible approach to working hours ● Able to cater for customers in an efficient, polite and professional manner ● To participate in CPD (Continual Professional Development) during any one year as identified at an annual appraisal or during the year as and when required to do so.	
Knowledge	● Knowledge of relevant building systems, including fire, intruder, CCTV etc ● Good practical knowledge of relevant systems	Good appreciation of safety legislation (LOLER, PUWER, COSHH)

This post requires the post holder to have a DBS (Disclosure and Barring Service) Certificate.