



## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Swyddog Cynnal a Chadw
<b>LLEOLIAD</b>	Gwynedd
<b>ORIAU</b>	15 awr yr wythnos
<b>CYFLOG</b>	B3 £24,819 - £26,127 (pro rata)
<b>CYTUNDEB</b>	parhaol
<b>PRIF BWRPAS Y SWYDD</b>	
<p>Mae GISDA yn chwilio am berson ymarferol a hyblyg i wneud gwaith cynnal a chadw sylfaenol ar ein heiddo llety a swyddfeydd. Prif bwrpas y swydd yw sicrhau bod eiddo GISDA mewn cyflwr diogel, addas a thaclus. Bydd y swyddog yn cefnogi gwaith gwasanaethau GISDA drwy helpu i gynnal cartrefi diogel a chynhaliadwy i bobl ifanc sy'n derbyn cefnogaeth gan GISDA. Bydd angen i'r ymgeisydd feddu ar sgiliau cynnal a chadw da ynghyd â'r gallu i weithio'n sensitif ac yn barchus gyda phobl ifanc</p>	
<b>CYFRIFOLDEBAU ALLWEDDOL</b>	
<ul style="list-style-type: none"> <li>⇒ Gwneud gwaith cynnal a chadw sylfaenol ar eiddo a swyddfeydd GISDA</li> <li>⇒ Trwsio difrod mewn hosteli, fflatiau, tai a swyddfeydd.</li> <li>⇒ Cyflawni gwaith cynna a chadw ataliol</li> <li>⇒ Gwneud gwaith DIY cyffredinol megis <ul style="list-style-type: none"> <li>- llenwi tyllau mewn waliau a drysau</li> <li>- trwsio neu symud dodrefn</li> <li>- peintio ac addurno.</li> </ul> </li> <li>⇒ Cadw ardaloedd cyhoeddus, llwybrau a gwteri yn glir ac yn ddiogel</li> <li>⇒ Gwneud gwaith garddio sylfaenol (e.e. torri glaswellt a chynnu)</li> <li>⇒ Adeiladu neu osod celfi ac offert yn ol y gofyn</li> <li>⇒ Glanhau a thacluso eiddo gan gynnwys fflatiau a thai gwag</li> <li>⇒ Mynd â gwastraff i safleoedd ailgylchu</li> <li>⇒ Cadw cofnodion syml o'r gwaith a wneir ac o'r offer a ddefnyddir</li> <li>⇒ Gofalu bod offer yn cael eu cadw mewn cyflwr da</li> <li>⇒ Cynnal profion PAT ar offer trydanol (hyfforddiant ac offer ar gael)</li> <li>⇒ Cyflawni unrhyw ddyletswydd cynnal a chadw arall sy'n rhesymol ofynnpl gan y rheolwr</li> </ul>	
<b>CYFRIFOLDEBAU CYFFREDINOL</b>	
<ul style="list-style-type: none"> <li>⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.</li> <li>⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / asiantaethau eraill.</li> <li>⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.</li> <li>⇒ Hyrwyddo nod ac amcanion y Cwmni.</li> <li>⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.</li> </ul>	

- ⇒ Ymlynu at holl bolisiau a gweithdrefnau cyfredol y Cwmni.
- ⇒ Cyfrannu at sesiynau arolygaeth.
- ⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

Tynnir eich sylw at y ffaith ei bod hi'n anodd iawn, mewn rhai achosion, i ddiffinio'n fanwl beth yw'r dyletswyddau a'r cyfrifoldebau penodol ac mae'n bosib y byddant yn amrywio o bryd i'w gilydd ond heb newid cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldebau.

Disgwylir i bob aelod o staff dderbyn elfennau o hyblygrwydd yn eu dyletswyddau a'u cyfrifoldebau; pan fo raid iddynt newid y tu fewn i'r gyfundrefn er mwyn cwrdd â gofynion ac anghenion y gwasanaeth.

<b>MANYLDEB PERSON</b>			
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Addysg a Chymhwysterau</b>	Addysg sylfaenol (e.e. sgiliau darllen, ysgrifennu a rhifedd)	Cymhwyster mewn cynnal a chadw, adeiladu, DIY neu grefft berthnasol	Ffurflen Gais a Thystysgrifau
	Parodrwydd i fynychu hyfforddiant perthnasol (e.e. Iechyd a Diogelwch, PAT)	Tystysgrif Iechyd a Diogelwch	Ffurflen Gais a Thystysgrifau
<b>Profiad Perthnasol i Swydd</b>	Profiad o waith cynnal a chadw neu DIY cyffredinol	Profiad o weithio mewn lleoliad tebyg (tai, hosteli, swyddfeydd)	Ffurflen Gais a Chyweliad
	Profiad o drwsio a chynnal adeiladau, eiddo neu swyddfeydd	Profiad o weithio gyda phobl ifanc	Ffurflen Gais a Chyweliad
	Profiad o ddefnyddio offer llaw ac offer trydanol yn ddiogel	Profiad o waith garddio neu gynnal ardaloedd allanol	Ffurflen Gais a Chyweliad
<b>Sgiliau Perthnasol i Swydd</b>	Sgiliau DIY da (e.e. trwsio, peintio)	Y gallu i weithio'n hyblyg yn ol anghenion y gwasanaeth	Ffurflen Gais a Chyweliad
	Y gallu i weithio'n annibynol a fel rhan o dim	Sgiliau datrys problemau da	Ffurflen Gais a Chyweliad
	Sgiliau trefnu da a'r gallu i flaenoriaethu gwaith		Ffurflen Gais a Chyweliad
	Agwedd gyfrifol tuag at iechyd a diogelwch		Ffurflen Gais a Chyweliad
	Sgiliau cyfathrebu da a'r gallu i weithio'n barchus gyda phobl ifanc		Ffurflen Gais a Chyweliad
<b>Arall</b>	Trwydded Yrru Llawn.		Ffurflen Gais a Chyweliad
<b>Iaith</b>	Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyweliad



## JOB DESCRIPTION

<b>JOB TITLE</b>	Maintenance Officer
<b>LOCATION</b>	Gwynedd
<b>HOURS</b>	15 hours per week
<b>SALARY</b>	B3 £24,819 - £26,127 (pro rata)
<b>CONTRACT</b>	permanent

### **PURPOSE OF JOB**

GISDA is looking for a practical and flexible person to carry out basic maintenance work on our accommodation and office properties. The main purpose of the job is to ensure that GISDA property is in a safe, suitable and tidy condition. The officer will support the work of GISDA services by helping to maintain safe and sustainable homes for young people who receive support from GISDA. The candidate will need to have good maintenance skills along with the ability to work sensitively and respectfully with young people

### **KEY RESPONSIBILITIES**

- ⇒ Carry out basic maintenance work on GISDA properties and offices
- ⇒ Repair damage in hostels, flats, houses and offices.
- ⇒ Carry out preventive maintenance
- ⇒ Doing general DIY work such as
  - filling holes in walls and doors
  - repairing or moving furniture
  - painting and decorating.
- ⇒ Keep public areas, paths and gutters clear and safe
- ⇒ Doing basic gardening work (e.g. mowing and weeding)
- ⇒ Build or install furniture and offer as required
- ⇒ Cleaning and tidying of properties including flats and empty houses
- ⇒ Taking waste to recycling sites
- ⇒ Keep simple records of the work done and of the tools used
- ⇒ Make sure equipment is kept in good condition
- ⇒ Carry out PAT tests on electrical equipment (training and equipment available)
- ⇒ Carry out any other maintenance duty that is reasonably requested by the manager

### **GENERAL RESPONSIBILITIES**

- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / other agencies.
- ⇒ Promote the Company's internal values and culture.

- ⇒ Promote the Company's aims and objectives.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the Company, its staff and the Company's service users confidential.

You are drawn to the fact that, in some cases, it is very difficult to define precisely what the specific duties and responsibilities are and they may vary from time to time but without changing the general character of the duties or the level of responsibilities.

All staff are expected to accept elements of flexibility in their duties and responsibilities; when they have to change within the organization to meet the demands and needs of the service.

<b>PERSON SPECIFICATIONS</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Education and Qualifications</b>	Basic education (e.g. reading, writing and numeracy skills)	Qualification in maintenance, construction, DIY or related trade	Application Form and Certificates
	Willingness to attend relevant training (e.g. Health and Safety, PAT)	Health and Safety Certificate	Application Form and Certificates
<b>Experience Relevant to Job</b>	Experience of maintenance or general DIY	Experience of working in a similar setting (housing, hostels, offices)	Application Form and Interview
	Experience of repairing and maintaining buildings, properties or offices	Experience of working with young people	Application Form and Interview
	Experience of using hand tools and electrical equipment safely	Experience of gardening or maintaining external areas	Application Form and Interview
<b>Skills Relevant to Job</b>	Good DIY skills (eg repairing, painting)	The ability to work flexibly according to the needs of the service	Application Form and Interview
	The ability to work independently and as part of anything	Good problem solving skills	Application Form and Interview
	Good organizational skills and the ability to prioritize work		Application Form and Interview
	A responsible attitude towards health and safety		Application Form and Interview
	Good communication skills and the ability to work respectfully with young people		Application Form and Interview
<b>Other</b>	Full driving licence		Application Form and Interview
<b>Language</b>	Ability to communicate both written and oral in Welsh and English		Application Form and Interview