



DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Cynnal a Chadw
LLEOLIAD	Gwynedd
ORIAU	15 awr yr wythnos
CYFLOG	B3 £25,781.60 - £27,089.92 (pro rata)
CYTUNDEB	parhaol
PRIF BWRPAS Y SWYDD	
<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>	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ Gwneud gwaith cynnal a chadw sylfaenol ar eiddo a swyddfeydd GISDA ⇒ Trwsio difrod mewn hosteli, fflatiau, tai a swyddfeydd. ⇒ Cyflawni gwaith cynna a chadw ataliol ⇒ Gwneud gwaith DIY cyffredinol megis <ul style="list-style-type: none"> - llenwi tyllau mewn waliau a drysau - trwsio neu symud dodrefn - peintio ac addurno. ⇒ Cadw ardaloedd cyhoeddus, llwybrau a gwteri yn glir ac yn ddiogel ⇒ Gwneud gwaith garddio sylfaenol (e.e. torri glaswellt a chynnu) ⇒ Adeiladu neu osod celfi ac offert yn ol y gofyn ⇒ Glanhau a thacluso eiddo gan gynnwys fflatiau a thai gwag ⇒ Mynd â gwastraff i safleoedd ailgylchu ⇒ Cadw cofnodion syml o'r gwaith a wneir ac o'r offer a ddefnyddir ⇒ Gofalu bod offer yn cael eu cadw mewn cyflwr da ⇒ Cynnal profion PAT ar offer trydanol (hyfforddiant ac offer ar gael) ⇒ Cyflawni unrhyw ddyletswydd cynnal a chadw arall sy'n rhesymol ofynnpl gan y rheolwr 	
CYFRIFOLDEBAU CYFFREDINOL	
<ul style="list-style-type: none"> ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun. ⇒ 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. ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni. ⇒ Hyrwyddo nod ac amcanion y Cwmni. ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen. 	

- ⇒ 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.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	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
Profiad Perthnasol i Swydd	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
Sgiliau Perthnasol i Swydd	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
Arall	Trwydded Yrru Llawn.		Ffurflen Gais a Chyweliad
Iaith	Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyweliad



JOB DESCRIPTION

JOB TITLE	Maintenance Officer
LOCATION	Gwynedd
HOURS	15 hours per week
SALARY	B3 £25,781.60 - £27,089.92 (pro rata)
CONTRACT	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.

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	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
Experience Relevant to Job	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
Skills Relevant to Job	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
Other	Full driving licence		Application Form and Interview
Language	Ability to communicate both written and oral in Welsh and English		Application Form and Interview