

## ROLE ADVERT

THIS POST IS AN INTERNAL ADVERTISEMENT ONLY OPEN TO MONMOUTHSHIRE COUNTY COUNCIL EMPLOYEES; STAFF 'AT RISK' IN ACCORDANCE WITH THE PROTECTION OF EMPLOYMENT POLICY AND AGENCY WORKERS CURRENTLY ENAGAGED WITH THE COUNCIL.

**ROLE TITLE:** Ground Maintenance Operative

Permanent

### PURPOSE OF POST:

Grounds maintenance provides an essential service in ensuring the County delivers its aspirations of providing an environment which is safe, clean and sustainable. Grounds maintenance operatives, either working individually or as a team, will maintain public open space; verges; planting; schools and contracted sites to provide a quality green and sustainable environment.

The majority of the time the officer will be undertaking grounds maintenance activities. However you will be required at times to work as part of a street services team, maintaining local environmental quality which includes litter picking, responding to fly-tipping etc. Loading of waste will only be undertaken if the operative has indicated a willingness to participate in the service (e.g. bank holiday catch-up).

**POST ID:** OPWSCALD28 (Caldicot)

**GRADE:** BAND C SCP 5 £19,650 – SCP 8 £20,852 Per Annum

**HOURS:** 37 per week basic (However there will be a requirement to work 43 hrs per week, with the additional 6 hours being accumulated as Flexi which can be taken back from November to March).

**LOCATION:** Caldicot Depot (2x vacancy)  
**Which may change in the future if the service location needs to relocate. Relocation or disturbance allowance will not be paid if this happens.**

**DBS CHECK:** No (Disclosure & Barring Service Check)

**CLOSING DATE:** 12 noon on Thursday 23rd May 2022

### Additional Information

**Please note that we are not able to accept CVs**

**To apply for this post please complete the online application form which can be found on the following page:**

**<https://www.monmouthshire.gov.uk/jobs-employment/>**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

**Should you require any further information regarding this post, please contact:  
Nigel Leaworthy Operations Manager Tel: 07836 619465**

## ROLE PROFILE

**ROLE TITLE:** Ground Maintenance Operative

PERMANENT

**POST ID:** OPWSCALD28 (Caldicot)

**GRADE:** BAND C SCP 5 £19,650 – SCP 8 £20,852

**HOURS:** 37 per week basic (However there will be a requirement to work 43 hrs per week, with the additional 6 hours being accumulated as Flexi which can be taken back from November to March).

**WORK PATTERN:** Monday to Friday (see above)

**LOCATION:** Caldicot Depot (x 2 vacancy)

Which may change in the future if the service location needs to relocate. Relocation or disturbance allowance will not be paid if this happens.

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check):

(a) No DBS Required for this post

**RESPONSIBLE TO:** Area Supervisor

### **WELSH LANGUAGE ASSESSMENT:**

(b) Welsh language skills are desirable;

### **Ground and Cleansing.....Who are we?**

The Grounds and Cleansing Section forms part of the Neighbourhood Services Department which includes some of the most high profile services that the Council provides – Recycling & Waste, Street Cleaning, Cleansing and Grounds Maintenance.

### **SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-

being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

### **Our Purpose:-**

“To provide a safe, clean & sustainable environment”.

Specific to the Commercial and Operations section we want:

- Our residents to have an environment which is safe, clean and sustainable. Specifically we will undertake to keep streets and green spaces clean and tidy whilst ensuring we are able to maintain in the most sustainable manner available to us, creating a sense of pride and safety in our communities.
- To work and support our residents as they become more sustainable and reduce their impact on the environment. We will do this by depositing less into landfill and recycling as much as is possible.
- To promote the creation of our Pollinator Policy and to establish more environmentally sustainable habitats on land owned and maintained by us.
- To provide a high quality, after cost effective service on behalf of the council for our external clients, whilst ensuring financial benefit to the council.
- To have a more flexible and multi trained workforce.
- To provide all our staff with the level of training that would be expected from us in addition to help promote personal improvement and personal development.

### **The Purpose of this Role:-**

Grounds maintenance provides an essential service in ensuring the County delivers its aspirations of providing an environment which is safe, clean and sustainable. Grounds maintenance operatives, either working individually or as a team, will maintain public open space; verges; planting; schools and contracted sites to provide a quality green and sustainable environment.

The majority of the time the officer will be undertaking grounds maintenance activities. However you will be required at times to work as part of a street services team, maintaining local environmental quality which includes litter picking, responding to fly-tipping etc. Loading of waste will only be undertaken if the operative has indicated a willingness to participate in the service (e.g. bank holiday catch-up).

### **Expectation and Outcomes of this Role:-**

This role will actively support the organisation in shaping the culture and workforce of Monmouthshire.

You will be required to:-

- Maintain Safe Working Practices for self and others in accordance with the Council's Safe Working Practices and Health and Safety Policy
- Comply with the relevant legislation in relation to Health and Safety
- Carry out your role in a polite and orderly manner
- Undertake other duties commensurate with the grade of post if the relevant training has been provided.
- Clean and current driving licence (and HGV licence if applicable)
- Undertake any training that is required to undertake your role safely and effectively.
- Abide by the principles and practices of Equal Opportunities as laid down within the Council's Equal Opportunities Policy.
- Work within the Annualised hour's scheme: working 43 hours per week from mid-March through to October and 37 hours per week November to March. Hours accumulated to be taken as leave between November and March.
- Work outside normal working hours:
  - 
  - Responding to emergencies (including evenings, weekends and bank holidays):- staff will be expected to be able to assist the Council in its response to emergencies on instruction from management. This includes instances such as flooding (sandbagging), snow (town centre clearances), storms (tree removal). Staff would be placed on a standby rota.
  - Scheduling for working standby on bank holidays, weekends etc. will be based on principles of fairness and equality with single status agreement applying.

**Your responsibilities are to:-**

- Grass cutting activities using both hand held and ride on equipment to open spaces, schools etc.
- Assist with grave digging and cemetery related tasks when suitable training has been provided, eg machine operator, manual handling.
- To maintain horticultural features inclusive of shrub bed and areas of annual bedding.
- To carry out the marking and maintenance of various sports facilities.
- To undertake landscaping of open spaces.
- Arboriculture work.
- To empty litter bins and to carry out litter picking to open spaces, verges and hard surfaces (reactive or proactive/scheduled).
- Respond to fly-tipping service requests ensuring the correct process is followed for evidence collation.
- To ensure that vehicles are kept clean and that daily safety inspections are carried out.
- To ensure that all plant and machinery is used in accordance with manufacturer's advice and instruction.
- To carry out other duties and works to provide services for the Authority and commensurate with the terms and conditions .

- Responding to fly-tipping service requests ensuring the correct process is followed for evidence collation .
- Collect waste:-
  - Bank holiday rota – but only when the operative has indicated a willingness to be included in the rota for Waste.
  - Normal working day:- only when staff shortages are at such a level that there is no alternative and all other appropriate means to ensure cover have been exhausted.
- To abide by all Health and Safety legislation and codes of practice to ensure your own safety and that of your colleagues
- To abide by the principles and practice of equal opportunity as laid down in the Council's Equal Opportunity Policy.

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**Here's what we can provide you with:-**

- Relevant training that will enable you to carry out your duties safely and effectively.
- Equipment and clothing that will enable you to carry out your duties safely.
- We will aspire to decrease or replace the paper forms of instruction and communication and provide you with more electronic means of communication e.g. The Connected Person, access to Monmouthshire Hub.
- We can provide you with the opportunity to be part of a new flexible team which wants to deliver excellent services to our customers, whether they are residents of Monmouthshire or External Clients who pay for our services.

**What else you need to know.....Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

**Teamwork:** We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

**Openness:** We are open and honest. People have the chance to be involved and tell us what matters.

**Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Fairness:** We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

**Kindness:** We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

### **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- Hold a clean driving licence.
- Have related experience within a similar environment as described within this role.
- Have a good understanding of Health and Safety issues plus the ability to abide by the Authority's agreed policies and procedures.
- Have experience and be able to work as part of a team.
- Are able to work without close supervision.
- Be able to self-motivate.
- Have pride in the quality of your work to ensure a quality service is provided.
- Good communication skills.
- Have a willingness to undertake any relevant training.
- Flexible and able to work outside the core hours to meet the needs of the service when required, including covering Bank Holidays.
- Welsh Desirable.

**Should you require any further information regarding this post, please contact:  
Nigel Leaworthy Operations Manager Tel: 07836 619465**

**Closing Date: 12 Noon Thursday 23rd May 2022**



monmouthshire  
sir fynwy



## WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.</li> </ul>
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING

<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>
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**LEVEL 4**

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

**LEVEL 5**

*Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

## HYSBYSEB RÔL

MAE'R SWYDD HON YN HYSBYSEB FEWNOL SYDD OND AR GAEL I WEITHWYR CYFLOGEDIG CYNGOR SIR FYNWY, STAFF 'MEWN RISG' YN UNOL Â PHOLISI GWARCHOD CYFLOGAETH A GWEITHWYR ASIAANTAETH SYDD WEDI EU CYMRYD YM LAEN GAN Y CYNGOR AR HYN O BRYD.

**TEITL Y RÔL:** Gweithiwr Cynnal a Chadw Tiroedd Parahoel.

### RHIF ADNABOD Y SWYDD:

**GRADD:** BAND C Pwynt 5 ar y Golofn Gyflog £19,650 – Pwynt 8 ar y Golofn Gyflog £20,852 y Flwyddyn

**ORIAU:** 37 o oriau sylfaenol yr wythnos (Fodd bynnag bydd gofyn gweithio 43 o oriau'r wythnos, gyda'r 6 awr ychwanegol yn cael eu talu ar sail goramser – amser a chwarter).

### LLEOLIAD:

Gallai hyn newid yn y dyfodol os oes angen adleoli lleoliad y gwasanaeth. Ni thelir lwfans adleoli neu aflonyddwch os bydd hyn yn digwydd.

**ASESIAD IAITH GYMRAEG:** Mae sgiliau iaith Gymraeg yn ddymunol.

### DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn lles, diogelwch ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a'r gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

### PWRPAS Y SWYDD:

Mae cynnal a chadw tiroedd yn darparu gwasanaeth hanfodol i sicrhau bod y Sir yn cyflawni ei dyheadau o ddarparu amgylchedd sy'n ddiogel, yn lân ac yn gynaliadwy. Bydd gweithwyr cynnal a chadw tiroedd, naill ai'n gweithio'n unigol neu fel tîm, yn cynnal mannau agored cyhoeddus; ymylon; plannu; ysgolion a safleoedd dan gontract i ddarparu amgylchedd gwyrdd a chynaliadwy o safon.

Gan amlaf bydd y swyddog yn gwneud gwaith cynnal a chadw tiroedd. Fodd bynnag, o bryd i'w gilydd bydd gofyn i chi weithio fel rhan o dîm gwasanaethau stryd, gan gynnal ansawdd yr amgylchedd lleol sy'n cynnwys codi sbwriel, ymateb i dipio anghyfreithlon ac ati. Dim ond os yw'r gweithiwr wedi nodi parodrwydd i gymryd rhan yn y gwasanaeth y caiff gwastraff ei lwytho (e.e. dal i fyny adeg gŵyl y banc).

**Petai angen unrhyw wybodaeth bellach arnoch ynghylch y swydd hon, a fydddech gystal â chysylltu â:  
Nigel Leaworthy Rheolwr Gweithrediadau Ffôn: 07836 619465**

**Dyddiad Cau: 23 Mai 2022**

**A fydddech gystal â Nodi na allwn CV**

**Gellir cwblhau ffurflenni cais ar-lein neu fe ellir eu lawrlwytho drwy gyfrwng: [www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)**

Gellid cyflwyno ceisiadau yn y Gymraeg, ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn y Saesneg.

**Dylid dychwelyd ffurflenni cais papur wedi'u cwblhau i'r cyfeiriad canlynol:-**

**Gwasanaethau Pobl, Cyngor Sir Fynwy, Neuadd y Sir, Rhadyr, Brynbuga, Sir Fynwy, NP15 1GA**

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac mae'n croesawu ceisiadau o bob adran o'r gymuned.

Mae pob swydd yn agored i'w rhannu oni nodir yn wahanol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-Fwng..



**TEITL Y RÔL:** Gweithiwr Cynnal a Chadw Tiroedd

PARHAOL

**RHIF ADNABOD Y SWYDD:**

**GRADD:** BAND C Pwynt 5 ar y Golofn Gyflog £19,650 – Pwynt 8 ar y Golofn Gyflog £20,852 y Flwyddyn

**ORIAU:** 37 o oriau sylfaenol yr wythnos (Fodd bynnag bydd gofyn gweithio 43 o oriau'r wythnos, gyda'r 6 awr ychwanegol yr wythnos o Ebrill – Hydref, bydd yr amser ychwanegol a weithiwyd drwy'r cyfnod hwn yn cael ei dynnu i ffwrdd yn ystod y cyfnod rhwng mis Tachwedd a chanol mis Mawrth.

**LLEOLIAD:**

Gallai hyn newid yn y dyfodol os oes angen adleoli lleoliad y gwasanaeth. Ni thelir lwfans adleoli neu aflonyddwch os bydd hyn yn digwydd.

**YN GYFRIFOL I:** Goruchwyliwr Ardal

**ASESIAD IAITH GYMRAEG:**

Mae sgiliau iaith Gymraeg yn ddymunol.

**Gwasanaethau Gwastraff a Stryd .....Pwy ydym ni?**

Mae Gwasanaethau Gwastraff a Stryd yn Adran o fewn Gweithrediadau sydd newydd ei sefydlu. Mae'n gweld uno rhai o'r gwasanaethau uchel eu proffil y mae'r Cyngor yn eu darparu - Ailgyrchu a Gwastraff, Glanhau Strydoedd, Glanhau a Chynnal a Chadw Tiroedd.

**DIOGELU:**

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn lles, diogelwch ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a'r gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

## Ein Pwrpas:-



“Darparu amgylchedd sy’n ddiogel, yn lân ac yn gynaliadwy”.

Yn benodol i'r adran Fasnachol a Gweithrediadau rydym eisiau'r canlynol:

- Ein preswylwyr i gael amgylchedd sy’n ddiogel, yn lân ac yn gynaliadwy. Yn benodol, byddwn yn ymrwymo i gadw’n strydoedd a’n mannau gwyrdd yn lân ac yn daclus, tra byddwn yn sicrhau ein bod yn gallu cynnal a chadw yn y modd mwyaf cynaliadwy sydd ar gael i ni, gan greu ymdeimlad o falchder a diogelwch yn ein cymunedau.
- Gweithio a chefnogi’n preswylwyr wrth iddynt ddod yn fwy cynaliadwy a lleihau eu heffaith ar yr amgylchedd. Fe fyddwn yn gwneud hyn drwy roi llai o wastraff i safleoedd tirlenwi ac ailgylchu cymaint â phosibl.
- Hyrwyddo creu ein Polisi Peillwyr a sefydlu cynefinoedd mwy amgylcheddol gynaliadwy ar dir sy’n eiddo i ni ac yn cael ei gynnal a’i gadw gennym ni.
- Darparu gwasanaeth effeithiol ar ôl cost ar ran y cyngor i’n cleientiaid allanol, tra sicrhau buddion ariannol i’r cyngor.
- Cael gweithlu mwy hyblyg ac aml-hyfforddedig.
- Darparu’r lefel o hyfforddiant a ddisgwylir gennym i’n holl staff yn ychwanegol at helpu i hyrwyddo gwelliant personol a datblygiad personol.

## Pwrpas y Rôl hon:-

Mae cynnal a chadw tiroedd yn darparu gwasanaeth hanfodol i sicrhau bod y Sir yn cyflawni ei dyheadau o ddarparu amgylchedd sy'n ddiogel, yn lân ac yn gynaliadwy. Bydd gweithwyr cynnal a chadw tiroedd, naill ai'n gweithio'n unigol neu fel tîm, yn cynnal mannau agored cyhoeddus; ymylon; plannu; ysgolion a safleoedd dan gontract i ddarparu amgylchedd gwyrdd a chynaliadwy o safon.

Gan amlaf bydd y swyddog yn gwneud gwaith cynnal a chadw tiroedd. Fodd bynnag, o bryd i’w gilydd bydd gofyn i chi weithio fel rhan o dîm gwasanaethau stryd, gan gynnal ansawdd yr amgylchedd lleol sy’n cynnwys codi sbwriel, ymateb i dipio anghyfreithlon ac ati. Dim ond os yw'r gweithiwr wedi nodi parodrwydd i gymryd rhan yn y gwasanaeth y caiff gwastraff ei lwytho (e.e. dal i fyny adeg gŵyl y banc).

## Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd y rôl hon yn cefnogi'r sefydliad yn weithredol wrth lunio diwylliant a gweithlu Sir Fynwy.

Bydd yn ofynnol i chi:-

- Cynnal Arferion Gwaith Diogel i chi'ch hun ac i eraill yn unol ag Arferion gwaith Diogel a Pholisi Iechyd a Diogelwch y Cyngor
- Cydymffurfio â'r ddeddfwriaeth berthnasol mewn perthynas ag Iechyd a Diogelwch
- Cyflawni eich rôl mewn modd cwrtais a threfnus
- Ymgymryd â dyletswyddau eraill sy'n gymesur â gradd y swydd os yw'r hyfforddiant perthnasol wedi'i ddarparu.
- Trwydded yrru lân a chyfredol (a thrwydded HGV os yw'n berthnasol)

- Ymgymryd ag unrhyw hyfforddiant sydd ei angen i gyflawni eich rôl yn ddiogel ac yn effeithiol .
- Cadw at egwyddorion ac arferion Cyfle Cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor
- Gweithio o fewn y cynllun oriau Blynnyddol: 43 o oriau'r wythnos o ganol mis Mawrth drwyddo tan fis Hydref a 37 o oriau'r wythnos o fis Tachwedd i fis Mawrth. Oriau a gronnwyd i'w cymryd fel gwyliau rhwng mis Tachwedd a mis Mawrth
- Gweithio y tu allan i oriau gwaith arferol:
  - Penwythnosau a nosweithiau:- bydd angen rhywfaint o weithio ar benwythnos neu gyda'r nos. Gallai hyn gynnwys bod ar rota ar gyfer glanhau canol trefi, casgliadau gwastraff o farchnadoedd (a fydddech gystal â sylwi mai enghreifftiau yw'r rhain, nid rhestr derfynol). Bydd y rotâu hyn ar gael i bawb nodi argaeledd neu barodrwydd i weithio.
  - Gwyliau banc:- bydd y Cyngor yn darparu patrwm gweithio gŵyl banc a dal i fyny ar sail dreigl tair blynedd. Rhagdybir bod staff yn gweithio a bydd system deg a chyfartal yn cael ei datblygu i ganiatáu i bobl gael amser i ffwrdd dros wyliau banc.
  - Ymateb i argyfyngau (gan gynnwys gyda'r nos, penwythnosau a gwyliau banc) – disgwylir i staff allu cynorthwyo'r Cyngor yn ei ymateb i argyfyngau ar gyfarwyddyd gan reolwyr. Mae hyn yn cynnwys achlysuron fel llifogydd (bagiau tywod), eira (clirio canol tref), stormydd (symud coed).
  - Bydd amserlennu ar gyfer gweithio ar ŵyl y banc, ar benwythnosau ac ati yn cael eu seilio ar egwyddorion tegwch a chydraddoldeb gyda chytundeb statws sengl yn berthnasol.

### **Eich cyfrifoldebau fydd:-**

- Gweithgareddau torri gwair gan ddefnyddio offer llaw a reidio i fannau agored, ysgolion ac ati.
- Cynorthwyo gyda thyllu beddau a thasgau sy'n ymwneud â mynwentydd pan fydd hyfforddiant addas wedi'i roi.
- Cynnal nodweddion garddwriaethol gan gynnwys gwely llwyni ac ardaloedd o wasarn blynnyddol..
- Marcio a chynnal a chadw amrywiol gyfleusterau chwaraeon
- Ymgymryd â thirlunio manau agored.
- Gwaith coedyddiaeth.
- Gwagio biniau sbwriel a chodi sbwriel i fannau agored, ymylon ac arwynebau caled (adweithiol neu ragweithiol/wedi'u hamserlennu).
- Ymateb i geisiadau gwasanaeth tipio anghyfreithlon gan sicrhau bod y broses gywir yn cael ei dilyn ar gyfer casglu tystiolaeth.
- Sicrhau bod cerbydau'n cael eu cadw'n lân a bod archwiliadau diogelwch dyddiol yn cael eu cynnal.
- Sicrhau bod offer a pheiriannau yn cael eu defnyddio yn unol â chyngor a chyfarwyddiadau'r gwneuthurwr
- Cyflawni dyletswyddau a gwaith arall i ddarparu gwasanaethau i'r Awdurdod ac sy'n gymesur â'r telerau ac amodau.
- Ymateb i geisiadau gwasanaeth tipio anghyfreithlon gan sicrhau bod y broses gywir yn cael ei dilyn ar gyfer casglu tystiolaeth ..
- Casglu gwastraff:-
  - Rota Gŵyl y Banc – ond dim ond [pan fydd y gweithiwr wedi nodi parodrwydd i gael ei gynnwys yn y rota ar gyfer Gwastraff.
  - Diwrnod gwaith cyffredin:- dim ond pan fydd prinder staff ar y fath lefel fel nad oes dewis arall a phob dull priodol arall o sicrhau bod rhywun yn cyflenwi wedi dod i ben..



- Gweithredu fel Llwythwr Llanw yn ôl yr angen, neu Yrrwr HGV Llanw/ Gyrrwr Ysgubo Wrth Gefn - os oes gennych brofiad a thrwydded berthnasol a bod hyfforddiant wedi'i roi. (Bydd tâl uwch yn cael ei wneud pan fydd y dyletswyddau gyrru hyn yn cael eu cyflawni - cyfeiriwch at y Disgrifiad Swydd priodol).
- Cydymffurfio â holl ddeddfwriaeth lechyd a Diogelwch a chodau ymarfer i sicrhau eich diogelwch eich hun a diogelwch eich cydweithwyr
- Cydymffurfio ag egwyddorion ac arferion cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor.

### **Dyma'r hyn y gallwn ei ddarparu ar eich cyfer:-**

- Hyfforddiant perthnasol a fydd yn eich galluogi i gyflawni eich dyletswyddau yn ddiogel ac yn effeithiol.
- Offer a dillad a fydd yn eich galluogi i gyflawni eich dyletswyddau yn ddiogel.
- Byddwn yn anelu at leihau neu ddisodli'r ffurfiau papur o gyfarwyddo a chyfathrebu a darparu modd mwy electronig o gyfathrebu ar eich cyfer e.e. Y person Cysylltiedig, mynediad i Hyb Sir Fynwy.
- Gallwn ddarparu ar eich cyfer gyfle i fod yn rhan o dîm hyblyg newydd sydd eisiau cyflawni gwasanaethau rhagorol i'n cwsmeriaid, boed yn breswylwyr yn Sir Fynwy neu yn Gleientiaid Allanol sy'n talu am ein gwasanaethau.

### **Beth arall sydd angen i chi wybod ....Gwerthoedd Sir Fynwy yw:**

Tryloywder: Rydym yn agored ac yn onest. Caiff pobl y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig iddynt.

Tegwch: Ein nod yw darparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad sydd wedi'i adeiladu ar barch y naill at y llall.

Hyblygrwydd: Anelwn at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.

Gwaith Tîm: Ein nod yw cydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

### **Yn ychwanegol:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg y mae'n ofynnol i bob gweithiwr gadw ato.

## Manyleb Person

**Sut fyddwn ni'n gwybod ai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus fe fyddwch wedi arddangos:-**

- Yn dal trwydded yrru lân.
- Profiad cysylltiedig o fewn amgylchedd tebyg i'r hyn a ddisgrifir o fewn y rôl hon.
- Meddu ar ddealltwriaeth dda o faterion lechyd a Diogelwch ynghyd â'r gallu i gadw at bolisiâu a gweithdrefnau cytunedig yr Awdurdod.
- Profiad a gallu i weithio fel rhan o dîm.
- Yn gallu gweithio heb oruchwyliaeth glos.
- Yn gallu hunan-gymell.
- Ymfalchïo yn ansawdd eich gwaith i sicrhau y darperir gwasanaeth o ansawdd.
- Sgiliau cyfathrebu da.
- Bod yn barod i ymgymryd ag unrhyw hyfforddiant perthnasol.
- Yn hyblyg ac yn gallu gweithio y tu allan i oriau craidd i gwrdd ag anghenion y gwasanaeth pan fydd yn ofynnol, gan gynnwys dros Wyliau'r Banc.
- Cymraeg yn Ddewisol.

**Petai angen unrhyw wybodaeth bellach arnoch ynghylch y swydd hon, a fyddech gystal â chysylltu â:  
Nigel Leaworthy Rheolwr Gweithrediadau Ffôn: 07836 619465**

**Dyddiad Cau:       \*23 Mai 2022**

