

## **SWYDD DDISGRIFIAD**

<b>TEITL Y SWYDD:</b>	<b>TECHNEGYDD GWEITHDY</b>
<b>ADRAN:</b>	<b>PEIRIANNEG</b>
<b>STATWS:</b>	<b>PARHAOL, LLAWN AMSER</b>
<b>GRADDFA:</b>	<b>GRADD 3 - £19,980 - £21,395 Y FLWYDDYN</b>
<b>LLEOLIAD:</b>	<b>COLEG MENAI, LLANGEFNI</b>

**YN ATEBOL I'R: Rheolwr Maes Rhaglen ym maes Peirianneg**

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

1. Archebu gan gyflenwyr wedi'u cymeradwyo a derbyn, storio, monitro a chydlynu'r holl stoc, 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 bodloni 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 bodloni'r safonau rheoleiddio gofynnol.
6. Paratoi deunyddiau, offer ac adnoddau at ddefnydd y dysgwyr pan ofynnir amdanynt gan Diwtoriaid, Darlithwyr a Goruchwylwyr Sgiliau Ymarferol.
7. Gweithio'n agos gyda staff yr adran i ddatblygu rigiau hyfforddi penodol ar gyfer y diwydiant yn ôl y gofyn.
8. Gweithio gyda Rheolwr y Rhaglen, Dirprwy Reolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y gweithdy, cyfleusterau ac offer.

9. Cynorthwyo Tiwtoriaid, Darlithwyr a Goruchwylwyr Sgiliau Ymarferol wrth baratoi rigiau dysgu.
10. Sicrhau o ddydd i ddydd bod y gweithdai, yr offer, y teclynnau a'r deunyddiau, gan gynnwys y dull o'u storio a'u pentyrru, yn cydymffurfio â'r holl ofynion diogelwch a 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 lechyd a Diogelwch.
12. Cynorthwyo Tiwtoriaid, Darlithwyr a Goruchwylwyr Sgiliau Ymarferol i gydymffurfio â gweithdrefnau lechyd a Diogelwch a'u datblygiad.
13. Cymryd cyfrifoldeb am ddiogelwch pob maes sy'n gysylltiedig â'r rôl hon yn eitem 1.
14. Paratoi deunyddiau i fyfyrwyr eu defnyddio wrth gael eu hyfforddi a'u hasesu a chynorthwyo Tiwtoriaid, Darlithwyr, Goruchwylwyr Sgiliau Ymarferol 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 deunyddiau i'w haildefnyddio.
17. Gwasanaethu a gwneud gwaith cynnal a chadw ar yr holl beiriannau pŵer symudol a statig gan sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser a'u hynysu mewn modd addas os ydynt yn ddiffygiol.
18. Gwasanaethu a chynnal a chadw'r holl offer a theclynnau llaw i sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser.
19. Cadw cofnodion stoc cyfredol yr offer, cyfarpar a nwyddau traul ac archebu rhai newydd yn ôl y gofyn gan Ddarlithwyr, Tiwtoriaid a Goruchwylwyr Sgiliau Ymarferol.
20. Cynnal a chadw cofnodion a gwaith monitro ymarferion yn y gweithdy e.e. lechyd a Diogelwch, yn cynnwys asesiadau risg a digwyddiadau (o drwch blewyn).
21. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb; h.y. ardaloedd gwaith, ardaloedd agored, stordai, ac ati, sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr yn eich maes cyfrifoldeb.
22. Gweithio gydag aelodau staff eraill i sicrhau disgyblaeth.
23. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen a'r Dirprwy Reolwr.
24. Goruchwyllo amserlen ddyddiol technegwyr ar brentisiaeth a'u cynorthwyo i gyflawni

cymwyseddau angenrheidiol.

25. Cysylltu â Rheolwr y Rhaglen a'r Dirprwy Reolwr 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 a newid yn arferion a defnydd y gweithdy.
27. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.
28. Cyflawni gweithgareddau sy'n galw am gyfathrebu, cadw cofnodion a storio data ar systemau Technoleg Gwybodaeth y coleg.

## TECHNEGYDD GWEITHDY - PEIRIANNEG

### MANYLEB DEILIAD Y SWYDD

	Hanfodol	Dymunol
<b>Cymwysterau</b>	<p>Dyfarniad NVQ Lefel 2, neu gymhwyster cyfatebol, mewn pwnc technoleg.</p> <p>Cymwysterau Cymorth Cyntaf neu Iechyd a Diogelwch, neu barodrwydd i'w hennill yn y 6 mis cyntaf</p>	NVQ Lefel 3 mewn pwnc cysylltiedig â Pheirianeg
<b>Profiad</b>	Wedi cael profiad o weithio mewn swydd dechnegol yn y sector diwydiannol.	<p>Profiad o weithio mewn gwahanol sefydliadau yn y diwydiant Peirianeg.</p> <p>Cyfrifoldebau goruchwyllo dros ardal/gweithrediadau gweithdy a chynnal a chadw perthnasol.</p> <p>Profiad o gynnal asesiadau risg yn y gweithle.</p> <p>Profiad o Weldio a Ffabrigo neu'n barod i ddysgu.</p>
<b>Sgiliau cyffredinol</b>	<p>Yn hyderus i sicrhau gweithredu arferion diogel yn y gweithdy.</p> <p>Sgiliau rhyngpersonol da.</p> <p>Sgiliau cyfathrebu da.</p> <p>Sgiliau TG da</p> <p>Sgiliau trefnu da</p> <p>Y gallu i weithio'n effeithiol fel unigolyn ac mewn tîm.</p>	<p>Sgiliau rhyngpersonol ardderchog.</p> <p>Sgiliau cyfathrebu rhagorol.</p> <p>Sgiliau TG rhagorol</p> <p>Sgiliau trefnu ardderchog.</p>
<b>Nodweddion Personol</b>	<p>Yn hyblyg ac yn gallu addasu i newidiadau.</p> <p>Yn hunanhyderus.</p> <p>Brwdfrydig a hunanysgogol.</p>	Ymrwymiad i gymryd rhan yn Rhaglen Datblygu Staff y Coleg os oes angen.
<b>Sgiliau ieithyddol</b>	Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg.	



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>WORKSHOP TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>ENGINEERING</b>
<b>STATUS:</b>	<b>PERMANENT FULL TIME</b>
<b>GRADE:</b>	<b>GRADE 3 - £19,980 - £21,395 PER ANNUM</b>
<b>LOCATION:</b>	<b>COLEG MENAI, LLANGFN I</b>

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

### **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 Practical Skills Supervisors.
7. Work closely with staff in the department to develop industry specific training rigs as and when required.

8. Work with Programme Manager and Deputy Manager and relevant staff to implement any changes regarding workshop layout, facilities and equipment.
9. Support Tutors, Lecturers and Practical Skills Supervisors 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 (near misses) and to ascertain general H&S good practice advice.
12. Support Tutors, Lecturers and Practical Skills Supervisor 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, Practical Skills Supervisor 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. Plan and carry out routine servicing and maintenance of engineering workshop equipment and machines, ensuring their effective use at all times and suitably isolated if defective.
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 Practical Skills Supervisor.
20. Maintain documentation recording and monitoring regarding workshop practices e.g. Health & Safety including risk assessments and incidents (near misses).
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 & Deputy Manager.
24. Supervise the daily schedule of apprentice technicians to support them in achieving their required competencies.

25. Liaise with the Programme Manager and Deputy 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.
28. Perform activities that require communication, record keeping and data storage on college IT systems.

## WORKSHOP TECHNICIAN – ENGINEERING

### PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<p>Minimum of Level 2 NVQ, or equivalent, in a technology related subject.</p> <p>First Aid or Health and Safety Qualifications or willing to achieve in the first 6 months.</p>	<p>Level 3 NVQ in an Engineering related subject.</p>
<b>Experience</b>	<p>Must have experience of working in industry in a technical capacity.</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> <p>Experience of Welding &amp; Fabrication or willing to learn.</p>
<b>General skills</b>	<p>Confident to enforce safe workshop practices.</p> <p>Good interpersonal skills.</p> <p>Good communication skills.</p> <p>Good IT skills</p> <p>Good personal organisational skills.</p> <p>Able to work effectively as an individual and part of a team.</p>	<p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Excellent IT skills</p> <p>Excellent personal organisational skills.</p>
<b>Personal Attributes</b>	<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>
<b>Linguistic skills</b>	<p>Ability to communicate effectively in both Welsh and English</p>	