



Role: Leak Response & Survey Administrator

Area: COO – Network Service

Location: Dublin

Salary: Competitive

Duration: Permanent **Ref:** GNI028

Gas Networks Ireland operates and maintains Ireland's €3bn, 14,758km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in Europe. Over 720,000 Irish homes and businesses trust Ireland's gas network to provide efficient and reliable energy to meet their heating, cooking, manufacturing and transport needs.

The gas network is the cornerstone of Ireland's energy system, securely supplying more than 30% of Ireland's total energy and almost 50% of the country's electricity generation.

Gas Networks Ireland is aiming to deliver a repurposed, resized and fully decarbonised gas network by 2045. Its "Pathway to a Net Zero Carbon Network" envisions transforming the existing gas network into two separate systems carrying 100% renewable gas, one dedicated to biomethane and the other to green hydrogen, with the potential to carry approximately 30% biomethane and 70% green hydrogen, as well as offering significant long term energy export opportunities.

Gas Networks is an organisation with a very strong legacy and a culture founded on pride in our purpose, to keep Irelands energy moving, and commitment to our vision, to be at the heart of Irelands energy future. Our organisational values demonstrate what is important across the organisation including building on our experience across our organisation to build towards our sustainable future, doing what's right for each other and for the people and communities that we serve and finally energised for the change of our future towards a renewable energy landscape. Throughout your career in Gas Networks Ireland, you will be part of an organisation that has a strong commitment to supporting and developing our workforce today and into the future. You will also have an opportunity to get involved in our ambitious iBelong programme ensuring a diverse, equitable and inclusive environment for us all to thrive. Finally, our Time to Talk Mental Health programme and our wellbeing initiatives ensure we provide support across many areas as you work in our organisation.

The Role:

The role of Leak Response and Survey is responsible for the administration duties for both leak response and leak survey activities.

Duties and Responsibilities:

- Manage the National Standby system for Transmission and Distribution.
- Maintain the Emergency Contacts and related Rosters.
- Create and issue appropriate maps for DX Leak Survey programme
- Monitor Class 1&2 processes and create follow on work when required
- Complete scanning, filing and archiving of critical field documentation (e.g. notification and hazard paperwork, Safety Certificates, maps, etc.)
- Provide administrative support for DX leak survey and leak response processes
- Proactively update Maximo leak response work orders as required.
- Modify real-time data on emergency response work orders.

- Attend Monthly meetings within Emergency dispatch and DX Maintenance team
- Identify and introduce process improvements so that performance is optimised.
- Develop opportunities to systemise processes where appropriate.
- Raising risks and issues as appropriate to the Emergency Dispatch Manager
- Performing other duties as may be assigned from time to time.

Knowledge, Skills and Experience:

- Relevant third level qualification or at least 3 years' experience in a similar role
- Strong competency in GNI Maximo and GIS desired
- Proven experience in Sharepoint and all Microsoft office packages essential
- Ability to develop relationships to accomplish team goals coupled with dealing effectively with differences of opinion and conflict management
- Excellent verbal and written communication skills

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email: recruit@gasnetworks.ie

The closing date for receipt of applications for this vacancy is the 6th February 2026. Please note that applications submitted after this closing date will not be accepted.

Gas Networks Ireland is an equal opportunities employer

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveler community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

GNI will only hold your data for as long as necessary. By providing a CV to GNI you are agreeing for GNI to process this information about you. If you have any question about how GNI processes your data please see our [Privacy Notice](#). If you have further questions, you can contact us at [DataProtection@gasnetworks.ie](mailto>DataProtection@gasnetworks.ie)