

Architectural Plan Reviewer

Sheladia Associate. Inc. is actively seeking a registered architect experienced in Code Reviews and QAQC Reviews for immediate employment at the project office located in Largo, MD. The appropriately qualified applicant will be able to demonstrate knowledge of Building Codes and Building types. They must be able to work in group settings but also be a 'self-starter.' There are also opportunities to be part of a design team with the Rockville office pursuits.

Responsibilities include but are not limited to:

- Evaluation of proposal documents in order to determine the required effort for reviews
- Researching codes, including the ancillary County Modifications and corollary NFPA codes
- Creation/adaptation of template Excel files to capture the review comments
- Review of PDF documents in coordination with other discipline reviewers
- Review of comments and findings with client & submitting design team
- Ability to express comments clearly and concisely in both written and verbal formats

Minimum Requirements:

- Bachelor degree in Architecture
- Minimum 15+ years of experience
- Registered Architect in the State of Maryland or be an NCARB member and be able to achieve reciprocal registration quickly
- General knowledge of computers and the manipulation of Word, Excel and PDF
- Must undergo a review of competency by Princes Georges County Department of Permitting Inspections & Enforcement (DPIE) to achieve PEER Reviewer Certification