

Architectural Plan Reviewer

Company Overview:

Job Description

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 a 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 with commercial buildings
- 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

Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.

Please send CVs to jobs@sheladia.com - include " Architectural Plan Reviewer " in the subject line.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer

Job Type: Full-time