

Todd Headley

**Objective**

Seeking a secure and challenging position within an ambitious establishment where I can utilize my training abilities to acquire my CDL Class B and 2A/1C Hoisting Engineering license.

**Education**

**Parkers Professional Driving School**

CDL Class B License - 2016

Air Brakes, Hazardous Material & Tanker Endorsements

**The Peterson School**

Hoisting Engineering License - 2020

HE-1C - Telescoping Booms w/o Cables

HE-2A - Excavators

**Gibbs College of Boston**

Major: Digital Media

**Courses:** Graphic Design & Digital Media I & II, Internet Research, Intro to Computers, Basic Drawing, Design Elements 2D, Intermediate Drawing, Web Design I

Somerville High School

**Employment**

04/2024 - Current

**City of Somerville Traffic & Parking**

Parking Control Officer (PCO)

**Duties:** Enforcement of all parking rules and regulations: ticketing illegally parked vehicles on overtime meters; issuing tickets for violation of resident parking ordinances, street cleaning ordinances, snow plowing and removal ordinances, and all other restricted areas. Patrols assigned areas on foot. Uses a vehicle only as directed by the supervisor. Prepares reports related to enforcement duties. Performs related duties as required.

05/2021 - 04/2024

**City of Somerville Department of Public Works**

Special Heavy Motor Equipment Operator (SHMEO)

**Duties:** Operates heavy motor equipment in a proper and safe manner to perform all assigned work. Loads and unloads trucks; picks up and hauls material; plows and sands sidewalks, recreational areas, parking lots, and highways. Greases, oils, and cleans equipment and performs minor maintenance. Conducts painting and maintenance work; moves furniture and equipment; delivers supplies; cleans buildings and grounds as directed; assists other personnel in Parks Division tasks; loads and unloads materials; empties barrels and cleans litter and debris from streets, runways, parking lots, and recreational areas; removes snow/ice using manual or small powered equipment; spreads sand on icy areas; uses small hand tools, e.g., shovels, picks, axes, saws, heavy wrenches, and small power tools. Performs all other duties as assigned.

*10/2016 - Current*

**Capitol Waste Service / EZ Disposal Service**

Residential Sanitation Truck Operator

**Duties:** Operate refuse vehicles in a safe and proper manner for myself and passengers. Service assigned route(s) with the collection and hauling of residential waste or recycling materials to a disposal site or recycling plant.

*05/2016 - 10/2016*

**Harpoon Brewery**

Commercial Transportation Specialist

**Duties:** Operate commercial trucks to transport products to clients in a timely manner. Load and unload merchandise into the truck, prepare orders for delivery at the Brewery distribution warehouse. Inspect and maintain the vehicle daily for safe and proper functioning. Accept payments as needed, present change and receipts. Monitor traffic conditions to avoid delays.

*09/2012 - 06/2016*

**Walgreens**

Shift Manager

**Duties:** Store key holder to open and close stores. Access pharmacy to assist with filling prescriptions. Manage and assign tasks to employees. Balance the cash register and safe. Process daily cash report. Provide customer assistance. Maintain a clean and orderly checkout area, sales floor, office, and stockroom. Receive and process store shipments and vendor deliveries. Handle merchandise returns and exchanges. Resolve customer complaints.

*10/2015 - 02/2016*

**Allied Universal**

Bank Protection Officer

**Duties:** Guard and patrol banking facilities. Conduct vehicle patrols. Respond to alarm activations. Document locations patrolled on a nightly basis. Respond to vagrants and loitering.

**Skills**

Advanced computer knowledge. Extensive guest relations and management experience. Thorough Class B CDL and Hoisting Engineer training.