

Duty/Task Crosswalk

This duty/task crosswalk is based on the Oklahoma Duty/Task List for the Electrical Trades, Residential Electrical Assistant, and can be used as a cross-reference in other states.

Abbreviations:

FA—Focus Assignment

AS—Assignment Sheet

JS—Job Sheet

Skill Code	Skill Description	Unit #	Specific Reference
E.02	Inventory equipment and supplies	1-5	
E.12	Draw an “as built” electrical plan	1/4	AS 1&5/AS 2
G.02	Analyze and apply principles of transformers to AC Circuits – low voltage	5	JS 1
I.02	Calculate the grounding electrode system and bonding requirements	2	JS 1
I.04	Calculate the load in volt-amps and load current in amps	1	AS 2-4
I.05	Calculate service size	2	JS 1
I.06	Determine the number of convenience and appliance outlets per circuit	1	AS 3
I.09	Calculate conductors	2	AS 1
I.11	Calculate over-current protection	2	JS 1
J.01	Ground service equipment	2	
J.02	Install main service panels	2	JS 2
J.09	Install underground service	2	JS 3
J.10	Install metering equipment	2	JS 1&2
K.02	Install recessed fixture housings in ceilings	4	JS 5
K.03	Install bar-hanger mounted box	4	JS 1&3-5
K.04	Install flush mount junction box	4	JS 9
K.05	Install flush mount switch and outlet box in – dry wall	4	JS 1-4&6
K.06	Install gangable boxes	4	JS 5
K.07	Install octagon outlet box	4	JS 1-3
K.08	Install surface mount junction box	4	JS 8

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L.01	Layout electrical systems – use material and devices labeled and listed for the purpose – follow all grounding and bounding requirements	4 4	JS 1-6&8, 9 JS 1-9
L.02	Rough-in feeders and circuits using a cable system – new construction	2	JS 1-6&8-10
L.03	Rough-in new circuits and other raceways in conduits – new construction	2	JS 1-3
L.04	Rough-in cables or conduits for branch circuits	4	JS 3, 4&8
L.05	Connect circuits to circuit breaker panels	2/4	JS 2&3/JS 1-6&9
L.06	Rough-in circuits to outlet boxes	4	JS 1-6&8
L.08	Rough-in a circuit for an outlet controlled with – three-way switches – feed to the device outlet box – feed to the device	4 4 4	JS 3 JS 2&5 JS 4&9
L.09	Rough-in low-voltage circuits – door chime system	5	JS 1
L.10	Rough-in cables for general purpose branch circuits – single pole switch – three-way switch – receptacle outlet – lighting outlet	4 4 4 4	JS 1, 2, 5&10 JS 3 JS 1, 2, 5, 6, 8&9 JS 3
L.11	Make splices – wire nuts	4	JS 1-6, 9&10
L.13	Make terminations	4	JS 1-6&9
L.14	Rough-in branch circuit wires to panels	4	JS 1-5&9
L.15	Install panels and subpanels	2	JS 2
L.20	Install conduits, cables, raceways, and equipment – indoor – underground – rigid – plastic – thin wall (EMT) – multi-conductor – wet locations	2 2 4 2 4 2 2	JS 1 JS 3 JS 10 JS 3 JS 10 JS 1&3 JS 1
L.21	Install receptacle circuits – single phase	4	JS 1-6, 8&9
M.11	Install/connect for air conditioning systems	4	JS 10
N.01	Install/connect all lighting fixtures and circuits	4	JS 1-4
N.02	Install/connect fans	4	JS 5
N.07	Install/connect receptacles	4	JS 1-6&8
N.08	Install/connect switches	4	JS 1-5&10

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N.10	Install/connect appliances	4	JS 6-8
N.14	Install/connect low-voltage systems	5	JS 1-3
N.20	Install smoke and CO detectors	5	JS 3
O.03	Troubleshoot/repair/replace lighting fixtures	4	AS 1
O.06	Troubleshoot/repair/replace service entrance equipment	4	AS 1
P.06	Install and connect system grounds	4	JS 1-9
P.07	Install raceway systems and conductors	2	JS 1
T.01	Troubleshoot/install/connect/replace power and control transformers	5	JS 1
T.02	Troubleshoot/install/connect/replace door chime systems	5	JS 1
T.04	Troubleshoot/install/connect/replace telephone systems	5	JS 2
T.05	Troubleshoot/install/connect/replace emergency warning systems – fire	5	AS 2, JS 3
U.02	Demonstrate appropriate interpersonal skills	All	
U.03	Maintain self-esteem in self and others	All	
U.04	Recognize the importance of team work and participate as a team member	All	
U.05	Maintain professional respect for co-workers and supervisor	All	
U.06	Demonstrate professionalism	All	
U.07	Practice critical thinking skills to workplace situations – decision making	All 3/4	FA, AS 1-3/AS 1
U.08	Maintain satisfactory attendance	All	
U.10	Function within the organizational structure	All	
U.11	Cooperate with co-workers in the completion of assignments	All	
U.12	Practice self-management (time management) techniques	All	
U.13	Practice deductive and inductive reasoning skills	All	
U.15	Employ listening skills	All	
U.16	Compose written communication legibly using correct grammar, spelling, and format – use reference materials	3/4	FA/FA
U.17	Demonstrate ability to interpret and follow written directions and information	All	
U.18	Demonstrate ability to interpret and follow oral directions	All	
U.19	Use job-related terminology, symbols, and abbreviations	All	
U.21	Use effective communication techniques	All	

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U.22	Use verbal and non-verbal communication techniques	All	
U.23	Apply behavior management techniques to workplace	All	
U.25	Respond to compliments, complaints, conflicts, and criticism appropriately	All	
U.28	Demonstrate negotiation skills – solve everyday human relations problems	All	
U.29	Demonstrate leadership skills – employ leadership skills	All	