

WE'RE HIRING

▶ **Job Title:** Assembly Technician

▶ **Location:** Owasso, Oklahoma

▶ **Level/Salary Range:**

▶ **Position Type:** Full-time

▶ **Date Posted:** May 20th 2026

Job Description

Position Summary

Mingo Manufacturing, Inc. is seeking dependable Assembly Technicians to support production and manufacturing operations. This position is responsible for assisting with product disassembly, component inspection/renewal and reassembly while maintaining a safe and organized work environment. The Assembly Tech plays an important role in ensuring production efficiency and product quality.

Essential Duties and Responsibilities

1. Production Support

- Read and follow written instructions, work orders, and procedures accurately
- Assist with preparing, loading, and unloading products
- Perform basic assembly, deburring, cleaning, and preparation of parts
- Assist with moving materials using carts, pallet jacks, or other approved equipment

2. Quality and Inspection Support

- Perform basic visual inspections of parts for obvious defects or damage
- Notify supervisors or Quality personnel of product defects or concerns

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3. Equipment and Tool Use

- Utilize basic hand tools such as screwdrivers, drill guns, grinders, and other shop tools as needed
- Maintain tools and equipment in safe working conditions

4. Safety and Housekeeping

- Follow all company safety policies, procedures, and OSHA requirements
- Maintain a clean, safe, and organized work area
- Properly use required personal protective equipment (PPE)
- Assist in maintaining overall shop cleanliness and organization

5. Team Support

- Work cooperatively with team members and supervisors
- Perform other duties as assigned to support production operations

Minimum Qualifications

Education and Experience

- High School Diploma or GED preferred
- Previous manufacturing or general labor experience preferred but not required

Skills and Competencies

- Ability to read and follow instructions
- Basic mechanical aptitude is required
- Strong attention to detail
- Ability to work independently and as part of a team
- Good communication and organizational skills
- Strong work ethic and reliability

Physical Requirements

- Ability to lift 30-50 pounds regularly

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- Ability to stand, walk, bend, stoop, and perform repetitive tasks for extended periods
- Strong manual dexterity and hand-eye coordination
- Vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment

- Manufacturing environment with exposure to machinery, noise, and moving mechanical parts
- Temperature conditions may vary depending on shop environment

Personal Protective Equipment (PPE) Requirements

Employees are required to wear appropriate PPE, including but not limited to:

- Safety glasses with side shields
- Steel-toe or protective footwear
- Hearing protection, as required
- Protective gloves, when necessary

Additional Statement

Mingo Manufacturing, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to any protected status in accordance with applicable federal, state, and local laws. This job description describes the general nature of the position and is not intended to be a complete list of all duties or responsibilities. Duties may be modified as business needs require.